

IMPORTANT INFORMATION FOR STUDENTS

Student Conduct, Rights and Responsibilities

Students are expected to read and comply with the Student Conduct and Discipline Code, which may be found online on the Student Resources webpage (nic.edu/studenthandbook (<https://www.nic.edu/studenthandbook/>)) or in person in the Vice President for Student Services Office. This handbook also contains information regarding additional student resources as well as student rights and responsibilities.

Nondiscrimination Clause

North Idaho College does not discriminate on the basis of race, color, religion, sex (including pregnancy), national origin, ethnicity, age, disability, sexual orientation (including gender identity), veteran status, or any other protected class.

Inquiries regarding compliance with this non-discrimination policy and the college's grievance process may be directed to the Chief Human Resources Officer at the NIC Human Resources Offices Headwaters Complex B, 710 Military Drive, Coeur d'Alene, Idaho, 83814, (208) 769-4372 or, contact the Title IX Officer in the Student Services Office, Room 200 of the Edminster Student Union Building, or at (208) 769-5970.

Tobacco-Free Campus

To ensure a safe and healthy environment for students, employees, and visitors, North Idaho College prohibits the use of any tobacco products including, e-cigarettes and smokeless tobacco products on campus.

Drug-Free Schools and Campuses Act

NIC is committed to maintaining an environment of teaching and learning that is free of illicit drugs and alcohol. The college prohibits illegal possession, consumption, manufacture, and distribution of alcohol and drugs by students in college-owned, -leased, or -operated facilities and on campus grounds. Individuals who violate college policies, city ordinances, state, or federal laws may be subject to disciplinary action and/or criminal prosecution. Student sanctions, as detailed in the Student Code of Conduct, may include warning, censure, fines, disqualification, suspension, expulsion, restitution, as well as required attendance at educational programs. More information is available at nic.edu/security (<https://www.nic.edu/security/nic-security-policies/>).

Service Animals on Campus

Service Animals are permitted to accompany individuals with disabilities in all areas of North Idaho College's facilities where members of the public, students, participants in services, programs, or activities, or invitees are allowed to go. Service animals are defined by the Americans with Disabilities Act (ADA) as any dog that is 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. Service animals do not need to wear a vest or have

identification. Service animals are required to be leashed or harnessed except when performing work or tasks where such tethering would interfere with the animal's ability to perform work or tasks, in which case the animal must be otherwise under the handler's control. Individuals should not be approached with questions about their service animals. Please do not pet, feed, or interfere with a service animal in any way.

Questions or concerns about service animals should be directed to Disability Support Services, (208) 769-7794 or (208) 665-4520. Please see the "Service Animal" link under the NIC Disability Support Services website at nic.edu/dss (<https://www.nic.edu/dss/>) to view the entire Service Animal Practices.

Consumer Information

North Idaho College's consumer information provides prospective students, current students, and community members with information about North Idaho College. This information is provided in compliance with the Higher Education Act of 1965 as amended, the Family Educational Rights and Privacy Act, the Student Right to Know Act, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Equity in Athletics Disclosure Act, the Drug Free Workplace Act and the Drug Free Schools and Communities Act. Hard copies are available upon request. Go to nic.edu (<https://www.nic.edu/>) view all documents.

Photo Release

While at NIC locations and events, individuals may be photographed or recorded by NIC employees or authorized vendors for the purposes of publishing, copyrighting, and distributing educational or promotional materials. Materials include, but are not limited to, the NIC website, social media, billboards, digital advertisements, catalogs, articles and brochures. Individuals who do not wish to be photographed or recorded are responsible for removing themselves from the location where photography or recording is taking place.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA) requires that North Idaho College adhere to guidelines concerning the right of a student and their educational records. The information below is designed to assist students in knowing the guidelines and protecting their confidentiality.

Student Directory Information

Directory information are those items contained in the educational record of a student that would not generally be considered harmful or an invasion of privacy. North Idaho College may release directory information to any party without consent of a student unless the student files a non-disclosure form. Students may request through Cardinal Central that the college not release their directory information. The items defined as directory information include student:

1. Name
2. Address
3. Phone number
4. Email address

5. Dates of attendance
6. Full-time or Part-time status
7. Freshman/sophomore classification
8. Previous institution(s) attended
9. Program of study
10. Awards/honors (including Dean's List)
11. Degree(s) conferred (including dates)
12. Past and present participation in officially recognized sports and activities
13. Weight and height of members of athletics teams

Release of Personally Identifiable Records

The college does not permit access to or the release of educational records, or personally identifiable information (non-directory information) without the written consent of the student, to any other party other than the following:

- Administrative/support staff and college faculty when information is required for a legitimate educational interest within the performance of their responsibilities to the college, with the understanding that its use will be strictly limited to those responsibilities.
- Federal and state officials requiring access to educational records in connection with the audit and evaluation of a federal or state supported educational program or in connection with the enforcement of the federal or state legal requirement which will not permit the personal identification of students and their parents to anyone other than those officials. Such personally identifiable data shall be destroyed when no longer needed for such audit, evaluation, or enforcement of legal requirements.
- Agencies or individuals requesting information in connection with the student's application for, or receipt of, financial aid.
- Organizations conducting studies for, or on behalf of, the college for purposes of developing, validating, or administering predictive tests; administering student aid programs; and improving instruction. Such studies shall be conducted in such a manner that will not permit the personal identification of students by persons other than representatives of such organizations, and such information shall be destroyed when no longer needed for the purposes for which it was provided.
- Accrediting organizations in order to carry out their accrediting functions.
- Any person or entity designated by judicial order or lawfully issued subpoena, upon condition that the college makes a reasonable effort to notify the student of all such orders or subpoenas in advance of the compliance therewith.
- Information from educational records may be released to appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other person(s).

Student Review of Records

Cardinal Central will assist students who want to inspect their records. Records covered by FERPA will be made available within 45 days and the college may charge reasonable fees for preparing copies for students. This includes records that are kept in the following offices:

1. Admissions
2. Registrar
3. Financial Aid
4. Veterans Services
5. Student Activities
6. Intercollegiate Athletics

The college reserves the right to have a college representative present during the review of the student's record and the representative may offer interpretation of the data within the record. Some records may be withheld by the college. For example, academic transcripts may be withheld if the student has a financial obligation to the college. Medical records may be released to the student's physician rather than to the student. Students may not inspect financial information submitted by their parents, confidential letters associated with admissions, and records to which they have waived their inspection rights. In the event a record contains information about other persons, the college will release only the portion of the record that pertains to the student. NIC will not release records that are not owned by the college.

FERPA Hearing Process

Upon examination of records, a student who believes that their record is inaccurate or misleading can request a formal hearing. Requests for a hearing should be directed in writing to Cardinal Central. When a date, time, and place for the hearing has been established, a student may present evidence at the hearing and be represented by an attorney, at the student's expense. The hearing panel will include the Dean of Enrollment Services or appointed designee and the student's advisor/instructor. The hearing process does not replace other processes for student grievances. The decision of the hearing panel will be based solely on the evidence presented at the hearing. A written summary of the hearing will be prepared and distributed to all parties. The summary will include the reasons behind any decisions made by the hearing panel. The student's records may be amended in accordance with the ruling of the hearing panel. A student may add comments to their record if the student is not satisfied with the ruling of the hearing panel. Such comments will be released whenever the records in question are disclosed. Students who believe the hearing panel results are in error may contact the FERPA Office, United States Department of Education, Room 4074, Switzer Building, Washington, D.C. 20202.

Title IX of Education Amendments of 1972-Sexual Discrimination

Title IX and its implementing regulation, at 34 C.F.R. § 106.31 (a), provide that no person shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by the college.

Sexual harassment is a form of sex discrimination prohibited by Title IX. Sexual harassment is unwelcome conduct of a sexual nature and can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct

of a sexual nature, including rape, sexual assault, sexual battery and sexual coercion or other sexual misconduct.

Sexual harassment of a student can deny or limit, on the basis of sex, the student's ability to participate in or to receive benefits, services, or opportunities in the school's program.

Any student, faculty, or staff member with questions or concerns about sex discrimination or sexual harassment or who believes that he or she has been the victim of sex discrimination or sexual harassment may contact the Title IX Director for assistance. The Title IX Director is available to discuss options, explain college policies and procedures, and provide education on relevant issues.

Title IX complaints involving student complainants and student respondents will be referred to the Title IX Director for investigation and shall be subject to the Student Conduct Code.

The Title IX Director and Title IV Investigators for North Idaho College are:

Alex Harris

Director of Title IX, Conduct & Security
Office: Edminster Student Union Building, 200E
Phone: (208) 769-5970 / (208) 676-7156
Email: alex.harris@nic.edu

Meagan Snyder

Title IX Investigator
Chief Human Resources Officer
Office: Headwaters Complex B
Phone: (208) 769-4372
Email: mesnyder@nic.edu

Melanie McLean

Title IX Investigator
Assistant Director of Human Resources
Office: Headwaters Complex B
Phone: (208) 769-3272 / (208) 769-3304
Email: melanie.mclean@nic.edu

Campus Security and Parking

Campus Security Policy and Campus Crimes Statistics Act

Higher education institutions are required to publish and provide campus security information to students and staff in compliance with the Federal and Crime Awareness and Campus Security Act of 1990.

NIC's campus safety policies, programs, and campus crime statistics are available at the Campus Security Office in the Headwaters Complex at 703 Military Drive, Coeur d'Alene or by calling (208) 769-3310 or at [nic.edu/security](https://www.nic.edu/security/) (<https://www.nic.edu/security/>).

Emergency Phones

Emergency phones, which dial directly to the Campus Security Office, are located throughout the campus grounds. These phones are mounted on freestanding poles and are identified with a flashing blue light. The phones are for the use of students, employees, or visitors in case of an emergency or the need for assistance, such as an escort or vehicle jump-start. Emergency

phone location maps are available at the Campus Security Office and Cardinal Card Office.

Emergency Preparedness

All college employees and students have a responsibility to engage in their own safety and security. North Idaho College has several notification systems used during campus emergencies. The notification system utilizes a series of beacons that will sound an alarm in college buildings when activated as well as take over the screens of all networked computers with an alert message. In addition, the system sends alert messages via email, voicemail, and text message to all contacts in the MyNIC system. Employees and students are automatically signed up to receive NIC Emergency Alert messages. Please ensure that you'll receive alerts by checking your contact information in MyNIC. Log in to MyNIC and then under the "Services" tab, click "User Account" then "Contact Information." Phone numbers listed as "Cell" will receive text messages; phone numbers listed as "Business" or "Home" will receive voicemail. More lockdown and shelter-in-place guidelines are available at [nic.edu/security](https://www.nic.edu/security/) (<https://www.nic.edu/security/>). There, you can also watch the emergency preparedness video to review responses in an active shooter situation. The college tests emergency procedures with college-wide drills.

Crime Statistics

The personal safety and security of students, employees, and visitors, including the protection of property, are high priorities at North Idaho College.

NIC security information is provided to you as part of NIC's commitment to safety and security and in compliance with the Federal Crime Awareness and Campus Security Act of 1990.

Creating and maintaining a healthy and safe campus environment requires the cooperation and involvement of everyone. All students, employees, and visitors must assume responsibility for their personal health and safety and the security of their personal belongings. Our institution is safer than most places, but it's not crime free. Theft, assaults, and other violations of the law can occur at North Idaho College.

Please refer to [nic.edu/security](https://www.nic.edu/security/) (<https://www.nic.edu/security/>) for detailed information on crime statistics, the Annual Security and Fire Report, reporting procedures, Title IX information, awareness training, and tips on maintaining a safe campus. A printed copy of the Annual Security and Fire Report, which provides crime and fire data for NIC, is available upon request, by calling (208) 769-3310. Updates to security policies and procedures are posted in a timely manner; the security webpage will list the most current updates available.

NIC Campus Security can be contacted by calling (208) 769-3310; this number is answered 24/7/365. The Campus Security Office is located at 703 Military Drive, Coeur d'Alene.

Parking

The purpose of Parking Services is to ensure the safe and orderly conduct of campus business and to provide parking facilities within the limits of available space. All vehicles, with the exception of those with a handicap plate/placard and motorcycles, must display a valid parking permit when parking at the main NIC campus and the Parker Technical Education Center.

Please visit [nic.edu/parking](https://www.nic.edu/parking/) (<https://www.nic.edu/parking/>) for regulations, information, and online services.