

IMPORTANT INFORMATION FOR STUDENTS

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 www.nic.edu to view all documents.

Student Records, Confidentiality, and FERPA

The Family Educational Rights and Privacy Act of 1974 (FERPA) requires that North Idaho College adopt guidelines concerning the right of a student to inspect his or her educational record. The information on these pages is designed to assist students in knowing the guidelines and protecting their confidentiality.

Release of Personally Identifiable Records

The college does not permit access to or the release of educational records, or personally identifiable information other than "directory information" listed below 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 federally- or state-supported educational program or in connection with the enforcement of the federal or state legal requirements which will not permit the personal identification of students and their parents to 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).

Directory Information

The term "directory information" at North Idaho College is defined as including:

1. Student's name
2. Student's address
3. Student's phone number
4. Email address
5. Dates of attendance
6. Freshman/sophomore classification
7. Previous institutions attended
8. Major field of study
9. Awards/honors (including Dean's List)
10. Degree(s) conferred (including dates)
11. Past and present participation in officially recognized sports and activities
12. Weight and height of members of athletics teams

Students may request through the Registrar's Office that the college not release directory information.

The Registrar's Office 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
7. Vice President for Student Services

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 are routinely 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.

Finally, the college will not release records that are not owned by the college.

Family Educational Rights and Privacy Act of 1974 (FERPA) Hearing Process

Upon examination of records, a student who believes that his or her record is inaccurate or misleading can request a formal hearing. Requests for a hearing should be directed in writing to the Registrar's Office. 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 Vice President for Student Services or other 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 his or her 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 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 university.

Sexual harassment is a form of sex discrimination prohibited by Title IX. Sexual harassment is unwelcome conduct of a sexual nature. Sexual harassment 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 Coordinator for assistance. The Title IX Coordinator 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 Coordinator for investigation and shall be subject to the STUDENT CONDUCT CODE.

The Title IX Coordinator for North Idaho College is:
Alex Harris
Title IX Coordinator
Director of Student Development
Office: Edminster Student Union Building, 200E
Phone: (208) 769-5970 / (208) 676-7156
Email: alex.harris@nic.edu

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 www.nic.edu.

Tobacco-Free Campus Guidelines

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 except for in designated areas.

Campus Parking

The goal and objective of campus parking is to expedite the safe and orderly conduct of campus business and to provide parking facilities within the limits of available space. Permits are available to purchase online through MyNIC, as well as in person at the Parking Services Office, Edminster Student Union Building, and Cardinal Card Office. All motor vehicles excluding handicap and motorcycle parking on the NIC Coeur d'Alene campus (including Garden and College avenues) must display a valid parking permit for each vehicle during fall and spring semesters. Parking permits are also required at the Parker Technical Education Center. For a complete listing of permit service and enforcement, visit www.nic.edu/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.

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 www.nic.edu/security.

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 North Idaho College'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 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 is available upon request, by calling (208) 769-3310. The Annual Security and Fire Report will provide crime and fire data for North Idaho College. Updates to security policies and procedure 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 will be answered 24/7/365. The Campus Security Office is located at 703 Military Drive.

Emergency Phones

Emergency phones are located throughout the campus grounds. These phones are mounted on freestanding poles and are identified with a flashing blue light. Each phone dials directly to the Campus Security Office. These 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. As an institution, North Idaho College has several notification systems used during campus emergencies. The Alertus 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 Cardinal Contact 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 Cardinal Contact 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." The phone numbers listed as "Cell" will receive text messages via the Cardinal Contact system. The phone numbers listed as "Business" or "Home" will receive voicemail. More lockdown and shelter-in-place guidelines are available at www.nic.edu/security. There, you can also watch the

emergency preparedness video to review responses in an active shooter situation. The college will test emergency procedures each semester with a college-wide drill.

Financial Aid Refund/Withdraw Policy

Federal law requires that when you withdraw during a payment period or period of enrollment, the amount of federal financial aid that you have "earned" up to that point by attending classes is determined by a specific formula. If you received (or NIC received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned.

For more information, visit www.nic.edu/financialaid.

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 ADA Amendments Act (ADAAA), 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 www.nic.edu/dss to view the entire Service Animal Policy.

Nondiscrimination Clause

North Idaho College does not discriminate on the basis of race, color, religion, sex, national origin, age, or disability in any educational programs or activities receiving federal financial assistance or in employment practices.

Inquiries regarding compliance with this non-discrimination policy and the college's grievance process may be directed to the Executive Director of Human Resources at the NIC Human Resources Offices Headwaters Complex B, 710 Military Drive, Coeur d'Alene, Idaho, 83814, (208) 769-3272 or, contact the Title IX Officer in the Student Services Office, Room 200 of the Edminster Student Union Building, or at (208) 769-5970.