



International College CAYMAN ISLANDS

Student Handbook
September 2013

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Students are responsible for:

- Knowing and abiding by the rules and regulations set forth in the Student Handbook.
- Knowing and abiding with the regulations and requirements set forth in the College Catalog.

The handbook and catalog are available on line. Hard copies are available for viewing in the library and in the Office of the Director of Academic Affairs.

MISSION STATEMENT

The mission of the International College of the Cayman Islands is to prepare students for career placement and enhancement. The ICCI education instills attitudes, behaviors, sensitivities, skills and knowledge that are essential to life and learning. The ICCI experience advances the potential for leadership and a commitment to community service. ICCI equips graduates with practical skills of critical thinking, problem solving and self-directed learning for success in the 21st century job market.

VISION STATEMENT

Adherence to its stated mission enables ICCI to sustain a learning environment in which student-faculty exchanges are presented in a very individualized and learner-friendly setting. The international character of ICCI reflects a deliberate application of this mission statement. The diverse and multi-national mix of students, faculty and administrative staff assures an enlightened dynamic for interactive teaching and learning. Graduates of ICCI are prepared to contribute service as constituents of the modern work force, wherever they are placed.

The vision of the institution is manifested through: practical career preparation, combined with technological, economic, social, and ecological awareness; focus upon the Caribbean financial and tourist center location of the Cayman Islands; assurance of a reasonably priced and easily affordable education that is student-focused and responsive to local community needs; and fulfilling academic and cultural needs of the Caymanian and International communities in a variety of degree programs.

CORE VALUES

The core values of ICCI embody a commitment to quality higher education that is affordable, practical, and empowering, thereby fostering placement of graduates in the career path of their choosing.

EDUCATIONAL PHILOSOPHY

The philosophy of education at ICCI creates a learning environment in which self-motivated students have the opportunity to continue to advance their interests in improving their roles as productive citizens, responsible members of society, and viable constituents of the local work force. These objectives are achieved in a professional environment that is user-friendly, financially affordable, and convenient for traditional and non-traditional learners. The ICCI academic experience offers opportunities for close and guided working relationships among students, between faculty and students, and with administrative staff.

ICCI espouses the belief that understanding and development depend on the students' perception of the relevance of their learning to themselves and their environment; that knowledge cannot be imposed, but is a dynamic process growing from the involvement of both teachers and students with problems and experiences which affect them. ICCI encourages participation by students and the people of the Cayman Islands in helping formulate college policy. The autonomy of each member of the college will be safeguarded.

NON DISCRIMINATION STATEMENT

ICCI does not discriminate against individuals on the basis of color, race, sex, sexual orientation, gender identity, religion, disability, age, veteran status, ancestry or national or ethnic origin in the administration of its educational policies, admissions policies, employment policies, scholarship and loan programs, and other ICCI administered programs and activities, but may favor Caymanian citizens or residents in admissions and financial aid.

OFFICERS

PRESIDENT

The President is the executive head of International College of the Cayman Islands and all its departments or equivalents. He/she shall exercise such supervision and direction and shall appoint committees as he/she deems necessary to promote the efficient operation of the institution. The President is responsible for the public relations, promotion, and development programs for the college. As the chief administrative officer of the college, the President is responsible to see that policies made by the Board of Trustees are properly administered.

DIRECTOR OF ACADEMIC AFFAIRS

The Director of Academic Affairs is the chief academic officer of the college. The Director of Academic Affairs is concerned with and responsible for the administration of all academic and related matters, including student advising and discipline. In consultation with the officers, and with their approval, the Director of Academic Affairs shall prepare the "Campus Rules and Student Regulations," (found in the Student Handbook), and is responsible for their administration.

TREASURER

The Treasurer is responsible for the administration of the finances of the college, arranging an annual audit for the fiscal year, collecting and disbursing all college funds, preparing and maintaining all appropriate student financial records, and advising the President in financial matters.

REGISTRAR

The Registrar is responsible for the keeping and security of academic and related records of all students, registration, graduation, evaluation of transcripts - with the Director of Academic Affairs' assistance - of students transferring from other institutions, and issuing ICCI transcripts. He/she is also responsible for maintaining records and statistics for all ICCI institutional research.

STANDING COMMITTEES

PROGRAM AND CURRICULUM REVIEW COMMITTEE

The Program and Curriculum Review Committee (PCRC) serves in an advisory capacity to the President. It is chaired by the Director of Academic Affairs, and is composed of the resident faculty, former students and staff. Academic matters concerning curriculum development and adding or dropping courses or programs will be the focus of this committee.

- (1) The PCRC shall create sub committees where appropriate to look into specific programs and make recommendations for changes to the same.
- (2) The PCRC will recommend changes to the curriculum, the addition or deletion of programs and provision for pre-requisites.
- (3) In order to assure university-level standards, the college shall use the consultative services of accredited institutions of higher education in providing guidance in curriculum matters and examining candidates for academic degrees.

ADMINISTRATIVE COUNCIL

The administrative staff of the college composes the Administrative Council. They are the administrative action body of the college. The President is chairperson of the Administrative Council, which meets at least once a month and other times as necessary. The Administrative Council reviews the equipment, space utilization, financial policies, and record-keeping systems of the college.

ACADEMIC COUNCIL

The Academic Council serves in an advisory capacity to the President. It is chaired by the Director of Academic Affairs, and is composed of the Lead Instructors for each department as well as student representation by both an undergraduate and graduate representative. All academic matters will be the concern of the Academic Council.

ADVISORY COMMITTEES

GRADUATE ADVISORY COMMITTEE

The Graduate Advisory Committee has the responsibility for developing, modifying, and maintaining the graduate program. This responsibility shall be performed by a qualified designated committee to include, but not be restricted to, students, faculty, administrators, and community stakeholders. The Graduate Advisory Committee is chaired by the Director of Graduate Studies and reports to the Program and Curriculum Review Committee.

CAMPUS RULES AND STUDENT REGULATIONS

Students are expected to conduct themselves as responsible adults whenever they are on campus or representing the college in any activity. The standards and discipline policy are set forth below and students are responsible for familiarizing themselves with these rules and regulations.

DISCIPLINE

Any student will be subject to discipline who in any way:

1. Prevents other students from pursuing their authorized curricular or co-curricular interests by disrupting classes or disrupting the learning process;
2. Interferes with or disrupts faculty or administrators who are fulfilling their professional responsibilities;
3. Commits theft of college property;
4. Commits an act of physical abuse or threatens physical abuse upon any fellow student, instructor or administrative staff of the college;
5. Commits lewd, obscene or indecent conduct during class or on the college campus;
6. Possesses or uses alcoholic beverages or illegal narcotics in class or on the college campus;
7. Prevents employees from fulfilling their prescribed duties;
8. Disrupts presentations by authorized guests; or
9. Deliberately endangers the safety of persons or the security of college property.

If a student commits any of the above acts his/her conduct is subject to review by the Office of the Director of Academic Affairs and possible disciplinary action. Disciplinary action will depend upon the severity of the conduct, whether such conduct has previously occurred and the extent to which safety of students and college personnel was threatened. The range of possible discipline is as follows:

- 1) A verbal warning;
- 2) A written warning;
- 3) A written reprimand;
- 4) Suspension from the College for a defined period of time; and
- 5) Expulsion from the College.

A student may appeal any disciplinary ruling by the Director of Academic Affairs to the Office of the President who will convene a disciplinary committee to review the actions of the student and the ruling of the Director of Academic Affairs. The committee is to be composed of no less than three persons to be appointed by the President to consider the appeal.

CREDIT BY EXTERNAL EXAMINATION:

ICCI awards AP credit if a student earns a 3, 4 or a 5 on the Advanced Placement Exam. If a student scores a 4, 5, 6, or 7 on an Advanced IB exam, that student may also receive credit. Credit is only awarded for coursework equivalent to the content covered in either of the examinations. Only original, sealed transcripts or certifiable electronic copies of test scores will be accepted to validate student test performance on the Advanced Placement (AP) or International Baccalaureate (IB) exams.

The College accepts appropriate credits established by the College Level Examination Program (CLEP), PEP or DANTES subject testing, and professional certification examinations recognized by the American Council on Education. Official test scores must be sent to the Registrar of the College.

For other types of exams (British A-Levels, NY Board of Regents, or other ACE recommended tests) a Faculty Committee will review the student's test results and determine to accept or reject the results for credit in a particular course, depending on the type of exam and course. It is important to note that, since ICCI is a traditional classroom-based campus, we do not routinely give credit by external examination.

ACADEMIC DISHONESTY & PLAGIARISM POLICY

Cheating, plagiarism and collusion in dishonest activities will not be permitted. Academic dishonesty in any form is a serious offense and will incur serious consequences including but not limited to the imposition of a failing grade on any work, paper or exam on which such dishonesty occurred, failure of the course, and possible expulsion from the college. All acts of dishonesty are to be brought to the attention of the Director of Academic Affairs. A student may request a hearing on the matter.

The act of plagiarism is a severe form of cheating which constitutes intellectual theft. Plagiarism occurs when a person passes off someone else's work or ideas as his/her own. Regardless of whether this is done intentionally or unintentionally, it is still plagiarism. Whether a student copies an assignment, downloads a paper from an Internet site, or uses a cut and paste system for creating text, the student is guilty of plagiarism. All parties to plagiarism are equally guilty, regardless of whether the student gives or receives work. **Instructors will notify the Director of Academic Affairs immediately if plagiarism is detected.**

All of the Following are Considered Plagiarism:

- Turning in someone else's work as your own.
- Obtaining words **or ideas** from someone else without giving credit.

- Failing to put a quotation in quotation marks.
- Giving incorrect information about the source of a quotation.
- Changing words, but copying the sentence structure of a source without giving credit.
- Copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not

The consequences for plagiarism at the International College are as follows:

First Offense:

1. The student will be referred to the Director of Academic Affairs.
2. The student's name will be entered into an in-school plagiarism database.
3. The student will receive a 0 (zero) for the plagiarized assignment.
4. The student may fail the course in which the plagiarized assignment was submitted.

Second Offense:

1. The student will be referred to the Director of Academic Affairs.
2. The student will be suspended for one (or more) quarters.

Third Offense:

1. The student will be referred to the Director of Academic Affairs.
2. The student will be dismissed from the College.

REMOVAL FROM CLASS BY INSTRUCTOR

If a student has been verbally warned by an instructor that conduct is disrupting the class and disrupting the learning process of fellow students, and the student persists in such conduct, the disruptive student may be removed from his or her class for the day of the incident. The student may not return to class until he or she meets with the Director of Academic Affairs and obtains permission. The Director of Academic

Affairs'Office should be immediately informed of the removal of any student from a class.

ATTENDANCE

Attendance polices are set by individual instructors. Never the less, attendance is strongly encouraged for all students and for all classes. Students are responsible for all assignments and are encouraged to notify their instructor in advance of any absences. When examinations are given, students who complete the exam early may be permitted to leave quietly with the approval of the instructor.

If inclement weather or any other reason forces closing of the entire college, such closing will be announced over the radio. The Director of Academic Affairs will announce a makeup date for such cancellation of classes.

LIBRARY

Library hours are posted, as well as the hours the library personnel is available. All students should take advantage of its facilities, and familiarize themselves with library holdings. Library and/or personal materials may be placed on reserve for limited circulation to a specific class. A library orientation program is available for students.

AUDIO-VISUAL AIDS: All ICCI instructional equipment and audio-visual aids are stored in the library. Requests for the various types of audio-visual equipment should be made a week in advance to library personnel.

NO SMOKING, EATING OR DRINKING IN CLASSROOMS

Smoking and use of tobacco products is prohibited in any campus building. There is to be no eating or drinking in any classroom.

USE OF COLLEGE FACILITIES

Campus facilities may be available for use by outside groups on a rental basis as long as this does not interfere with college activities, at the discretion of the president.

PRIVACY OF STUDENT RECORDS

A student may review, receive copies of, and challenge the content of his or her general educational records maintained by the college. Excluded from general educational records are private notes maintained by teachers and administrators, parents'

confidential records, medical, counseling, or psychiatric files maintained for the purposes of providing treatment, employment records, law enforcement records, and recommendations submitted for admissions purposes.

As a U.S. accredited institution, ICCI follows United States Federal guidelines set out in the Family Educational Records Privacy Act (FERPA) which dictates what records are and are not confidential.

Directory information, as defined under the FERPA, is information in a student's file which would not generally be considered harmful or an invasion of privacy if disclosed. Postsecondary institutions may disclose directory information without consent if they have given the eligible student notice of the kinds of information they designate as directory information and an opportunity to opt out of directory information disclosures.

Directory information includes the following:

1. Name
2. Address and phone number
3. E-mail address and photograph
4. Date and place of birth
5. Enrollment Status
6. Dates of Attendance
7. Major field of study
8. Degrees and awards
9. Participation in activities

Students may direct the college to keep all information, including directory information confidential by submitting the appropriate form to the Registrar's office. For more information regarding Directory Information, please see the United States Department of Education website at www.ed.gov.

GRADING STANDARDS

GRADE CRITERIA

Students will be graded in their courses based upon the criteria listed below.

Undergraduates, as follows:

- A 90-100% - The student accomplished all course objectives, made substantial contributions to the class, and exceeded all of the requirements of the class.
- B 80-89% - The student accomplished all course objectives, made positive contributions to the class, and exceeded some of the requirements of the class.

- C 70-79% - The student accomplished all course objectives.
- D 60-69% - The student accomplished only a portion of the course objectives.
- F Below 60% - The student did not accomplish objectives and did not demonstrate mastery over course material.

Graduate students, as follows:

- A 90-100% - The student accomplished all course objectives, made substantial and positive contributions to the class, and exceeded some of the requirements of the instructor.
- B 80-89% - The student accomplished all course objectives.
- C 70-79% - The student accomplished only a portion of the course objectives.
- D/F Below 70% - The student did not accomplish objectives and did not demonstrate mastery over course material.

INCOMPLETES AND WITHDRAWALS

Incompletes are only given for circumstances that are beyond the control of students, such as accidents or sickness. Instructors may record an incomplete (I) for the course, with consultation of the Director of Academic Affairs if necessary. The student must request an incomplete and obtain the approval of the instructor. The student then must fill out the "Request for an Incomplete" form from the on line forms system. The request will then be reviewed by the Registrar and the Director of Academic Affairs for approval.. The student will have one quarter in which to complete course requirements satisfactorily in order to remove the incomplete. After that time, an incomplete automatically becomes an "F". Any deviation from this policy requires advance approval of the Director of Academic Affairs for undergraduate students; graduate students will need to obtain the recommendation of the graduate committee and the approval of the Director of Graduate Affairs.

Students have the option to withdraw from a particular course in which they are enrolled. The timing of the withdrawal will determine if a academic penalty is incurred. Students who withdraw between weeks 1 to 7 will be given a **“W”**. A withdrawal during weeks 1 to 7 will not affect the student’s GPA; however, it will be reflected in the student’s academic record as an attempted course, which could affect the Standards of Academic Progress. Approval from the Director of Academic Affairs must be obtained to withdraw from a single class.

Students who drop a single class or withdraw from the College after week 7 will be given an **“F”** for the course.

A student wishing to withdraw from an International Seminar must complete a Control Report prior to the start of the quarter. Once the quarter has begun, any student who

withdraws but is listed on the official roster for the International Seminar will receive a “W” and it will be reflected on the student’s academic record as an attempted course.

CREDIT BY EXAM AND CLASS CHANGES

With the approval of the Director of Academic Affairs, credit may be earned by successfully passing a special examination. A student who wishes to take a course by examination must be unable to attend the course in the normal schedule for unavoidable reasons, and must have prior knowledge of the subject. The course taken by examination will be counted as part of the quarter’s course load and must be indicated at registration. Not more than one course may be taken by examination in any one quarter. The maximum number of credits by examination is 20 for undergraduates and 15 for graduates. A grade of “P” will be recorded if the examination is passed with a grade of “C” or higher for an undergraduate course and a “B” or higher for a graduate course. The tuition rate for credit by examination course is the same as for a regular class.

The last day to change classes is the last day of the first week a student may register for a class.

COUNSELING SERVICES

ACADEMIC COUNSELING AT ICCI

The office of the Director of Academic Affairs is available for all undergraduate academic advisement and concerns. Please contact Christine Smith at ChristineSmith@myicci.com.

The office of the Director of Graduate Studies is available for all graduate academic advisement and concerns. Please contact Dr. Anthony Husemann at anthony.husemann@myicci.com.

STUDENT SUPPORT SERVICES

The Student Support Services office is available to assist students with support for academic and personal concerns. Please contact Sandra Tomlinson at Sandra.Tomlinson@myicci.com

Learning Labs for English/Writing, Math, and Accounting are available for assistance and tutoring with assignments in those areas. No appointments are necessary, but you are welcome to schedule an appointment with a lab instructor if you prefer.

COUNSELING IN THE COMMUNITY

The following community support organizations are on Island:

Dr. Marc Lockhart, Psychiatrist
Chrissie Tomlinson Hospital
949-6066

Alcoholics Anonyms Cayman Islands
<http://www.caymanaa.com/index2.htm>
926-9044

Al-Anon
928-8843

Terry Delaney
425 Crewe Rd.
526-1378

National Drug Council
Compass Bldg, Crewe Rd.
949-9000

The Wellness Centre
Cayman Business Park
949-9355

Employment Assistance Program
949-9559

Women's Resource Centre
949-0006

Cayman Islands Crisis Centre
24 Hotline 943-2422

RVC Rehab Services
949-6024

BUSINESS OFFICE NOTES

WITHDRAWALS

If you choose to withdraw from a class, the effective date of withdrawal from the College or from a class is based on the date of submission of an online withdrawal form called

the Add/Drop Form. Refunds on prepaid accounts or credits placed back on student accounts will be made within 30 days from submission of the Add/Drop Form along with verification of the class attendance roster. Refunds will be made only on the tuition and lab fees as follows:

100% of advance tuition and fees (less non-refundable fees) on withdrawal before registration;

75% of the quarter's tuition and fees on withdrawals during the 1st week of the quarter;

50% of the quarter's tuition and fees on withdrawals during the 2nd and 3rd week of the quarter.

No refunds will be made after the 3rd week of the quarter.

A student wishing to withdraw from an International Seminar must complete a Control Report prior to the start of the quarter. Once the quarter has begun, all students listed on the official roster for the International Seminar are not entitled to a refund regardless of attendance.

ACCOUNT ISSUES

Invoices will be issued during the first week of classes each quarter. Payment is expected in full once the invoice has been issued (unless a student has a scholarship or sponsorship). If payment cannot be made in full at the start of the quarter, a payment plan must be set up with the Business Office. Statements will be sent in week 4 of the quarter. All accounts with unpaid balances at week 2 of the quarter will receive a \$25 late fee / installment fee, regardless of whether a payment plan has been established.

The charges for tuition, laboratory fees, service charges and all other charges made by the College are called fees and all students are expected to understand the fee policy of the College according to this statement and abide by it. Payment for textbooks must be made upfront at the time of purchase.

All students' accounts are due and payable at the time such charges are incurred. College regulations prohibit registration, class attendance, graduation, granting credit, taking of final examinations, or release of grades or transcripts for students whose accounts are delinquent.

COMPANY SPONSORSHIP / GOVERNMENT SCHOLARSHIP

All students who are sponsored by their company must provide the Business Office with a letter stating the student's name and the fees that they will be covering. Invoices will be issued to the student and it is the student's responsibility to submit the invoice for payment. For those students on Government Scholarships, ICCI will coordinate directly with the Education Department regarding payments. The student is responsible for all charges above and beyond that which is covered by the government scholarship.

FINANCIAL ASSISTANCE

FINANCIAL AID

Institutional financial assistance is funded through local benefactors. These funds are disbursed into three categories of assistance to ICCI students who qualify on a quarterly basis as funding permits.

Three kinds of institutional financial assistance ranging between \$100.00 to \$800.00 per quarter are available to students who qualify when funding permits: **scholarships, grants, and grants-in-aid (work study)**.

Scholarships are financial gifts to a student. The primary reason for the award is the student's performance (or potential for performance) in the educational program of the institution. To maintain scholarship awards an undergraduate student must maintain a minimum 3.0 cumulative grade point average for undergraduate students and 3.5 for graduate students. The minimum is \$100.00 and the maximum is \$800.00. Scholarships do not require repayment.

Grants are gifts of money made to a student in need of financial assistance and believed capable of meeting academic requirements. To maintain grant awards undergraduate students must maintain a 2.0 cumulative grade point average and graduate students a 3.0. The minimum is \$100.00 and the maximum is \$800.00 per quarter. Grants do not require repayment.

Grants-in-aid (Work Study) are awarded to students in need of financial assistance who are willing to perform work assignments on the campus. There is no cash payment for grants-in-aid; instead, the students receive credit on their accounts. To maintain a grant-in-aid students must perform their duties satisfactorily and maintain a cumulative grade point average of 2.0 for undergraduates and a 3.0 for graduate students. Graduate applications must be approved by both the graduate committee and the financial aid committee. The minimum is \$100.00 and the maximum is \$800.00 per quarter.

Application and selection process:

The selection of financial aid recipients is made by a committee. Applications for financial assistance should be addressed to the ICCI Financial Aid Committee on a quarterly basis, not later than one month before the start of each quarter. Applications are available from the Information Office or online at www.icci.edu.ky or at www.myicci.com in the forms section of the website.

The College is not currently participating in US federal and state financial aid; however, the College has been approved by the United States Veterans Administration as an institution of higher education for enrollment of eligible veterans to receive funds for education.

GRIEVANCES

ACADEMIC AND OTHER GRIEVANCES

Students and other interested parties who wish to make a complaint or have a grievance regarding any College policy, practice, or condition should file a petition in writing with the Director of Academic Affairs for undergraduate students or with the Director of Graduate Studies for graduate students.

Grievances regarding grades or other matters in a course should be discussed first with the course instructor(s); if the student is not satisfied, the student may file request in writing with either the Director of Academic Affairs for undergraduate students or the Director of Graduate Studies for Graduate students for a hearing on the matter. The appeal will be heard by the President, Director of Academic Affairs, and the Registrar, or those acting in these capacities.

Other grievances will be heard by the President, Director of Academic Affairs, and the Registrar, or those acting in these capacities.

Student Anti-Bullying and Harassment Policy

1. Policy Statement

International College of the Cayman Islands (ICCI) is committed to a working and learning environment which is free from harassment including discrimination, victimisation and bullying, and in which no student feels under threat or intimidated.

In striving toward the achievement of such an environment, allegations of harassment and/or bullying by students will be taken seriously by ICCI. If substantiated, allegations of harassment and/or bullying may provide grounds for disciplinary action. ICCI

recognises that incidents of harassment and/or bullying can affect a person's work, morale and health. Therefore, all complaints (informal or formal) will be dealt with promptly and treated confidentially. Information shall only be divulged on a need to know basis and with the knowledge of the complainant.

This procedure applies to all students and relates to those who are being bullied by another student or a member of staff. The procedure aims to highlight the actions a student should take if they believe they are being subjected to behaviour which may be considered as harassment and/or bullying.

2. Definition of Harassment/Bullying

ICCI establishes that "harassment, intimidation, or bullying" means any intentional written, verbal, graphic, or physical act or gesture that a student has exhibited toward another individual and the behavior both:

- causes mental or physical harm to the other student;
- is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

"Harassment, intimidation, or bullying" also means electronically committed acts (i.e., acts conducted using electronic or wireless communication devices) that a student has exhibited toward another individual and the behavior both:

- causes mental or physical harm to the other student;
- is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

"Harassment, intimidation, or bullying" also means any intentional written, verbal, graphic, or physical act or gesture that a student has exhibited toward another individual, and based on any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic; and that both:

- causes mental or physical harm to the other student;
- is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

Types of Conduct

- Harassment, intimidation or bullying can include, but is not limited to, the following behavior, overt acts, and/or circumstances:

- Verbal, nonverbal, physical or written harassment, bullying, hazing or other victimization that has the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Unreasonable interference with a student's performance or creation of an intimidating, offensive or hostile learning environment;
- Physical violence and/or attacks;
- Threats, taunts and intimidation through words and/or gestures;
- Extortion, damage or stealing of money and/or possessions;
- Exclusion from the peer group or spreading rumors; and,
- Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as "cyber bullying"), such as the following:
 - Posting slurs on websites where students congregate or on web-logs (personal online journals or diaries);
 - Sending abusive or threatening instant messages;
 - Using camera phones to take embarrassing photographs of students and posting them online; and,
 - Using websites to circulate gossip and rumors to other students.

3. Dissemination of Policy

The policy shall appear in student handbooks.

To ensure staff are prepared to prevent and effectively intervene with incidents of harassment, intimidation, or bullying, ICCI shall incorporate information about the policy into faculty and staff handbooks.

4. Making a Complaint: Informal Procedure

It is appropriate to use the Informal Procedure where the student simply wants the behaviour to stop, where the alleged harassment is not serious, or where it has not been repeated. A student is not obliged to attempt to resolve the matter informally.

A student should seek to resolve the matter in the first instance by discussing it with a member of staff at ICCI. The role of staff is to listen to the concerns and provide students with support and guidance on how they can proceed with a complaint by:

- i. Assisting the student in deciding on an appropriate course of action.
- ii. Giving information about the procedure and the options for taking a complaint forward.
- iii. Providing information about sources of student support, including counselling or other professional support.

Brief details of the complaint and any subsequent meetings will be recorded but will only be used if formal proceedings ensue.

Whatever action is taken, it is recommended that the member of staff arranges to meet with the student after a suitable period of time to monitor the situation and review possible courses of action if the matter remains unresolved.

If the above steps fail to produce a resolution, or if these options are unacceptable to the student, the issue may be raised under the Formal Stage of the Procedure.

5. Formal Procedure

The Formal Procedure will normally be adopted where the alleged harassment is serious, or if it continues after the Informal Procedure has been invoked.

Once it has been established that the issue has not been resolved, a formal complaint must be registered in writing as soon as possible, with the Director of Academic Affairs for undergraduate students and the Director of Graduate Studies for graduate students. If the Director of Academic Affairs or Director of Graduate Studies is the person against who the complaint is against the formal complaint should be registered with the President. If the President is the person against who the complaint is against the formal complaint should be registered with the Human Resource Committee of the Board of Trustees.

A formal complaint of harassment/bullying should include the nature of the complaint, with reference to dates, times and places (where possible) in relation to a specific incident(s) and any (unsuccessful) efforts to resolve the matter. The names of any witness(es) to the incident(s) should also be included. Witnesses can request anonymity and this will be granted if appropriate, but this is not encouraged in the interests of openness and 'natural justice'.

While the formal complaint is under investigation, an alternative location, or timetable for the work of the complainant will be considered where requested (although there can be no guarantees that an alternative location can always be found). Where it is necessary to facilitate ongoing academic relations between the two parties, other possibilities such as an embargo on one to one meetings between the parties, or meetings without a third party present should be considered and facilitated.

6. Investigating a formal complaint

On receipt of a formal complaint of harassment where informal approaches have failed or the nature of the allegation warrants a formal complaint, a formal investigation will convene an Investigatory Panel to examine the matter within the time frames set out below. Where there has been no attempt to resolve the matter informally, the complainant may be asked to follow an informal route to resolution before a formal panel is convened.

The Chair of the panel should take responsibility for ensuring the meetings take place within the agreed timeframe.

Process	Timeframe
Register of formal complaint	As soon as possible after the incident
Formal acknowledgement /receipt of complaint by Director of Academic Affairs/Graduate Studies, President or HR Committee	Within 5 working days of receipt of formal complaint
Respondent notified in writing of complaint and date set for written response. Complainant given a copy.	Within 5 working days of receipt of formal complaint
Set up investigatory panel and agree date of hearing from the outset	Within 10 days of receipt of formal complaint
Notification to all parties of date of hearing	Within 10 days of receipt of formal complaint
All written submissions to panel, complainant and respondent	Not less than 7 calendar days before the hearing
Pre meeting briefing for investigatory panel	Within one week of receipt of written submissions by panel
First meeting of panel	Within one month of being appointed
Panel decision in writing to President	Within 5 working days of the last panel meeting
If case upheld, a determination will be made of what action needs to be taken	Within 5 working days of receipt of the investigatory panel report
Outcome of investigatory panel and action to be taken conveyed in writing to respondent,	Within 7 calendar days of decision regarding action to be taken
Outcome of investigatory panel conveyed in writing to complainant and staff where appropriate	Within 7 calendar days of decision regarding action to be taken
Witnesses informed in writing when investigation is complete and if case upheld	Within 7 calendar days of decision regarding action to be taken

<p>N.B. Exceptionally, timescales may not be adhered to, or there may be delays through ICCI closure, or absence of one of the parties etc.</p>	<p>In exceptional circumstances, all parties will be presented with a revised timetable as soon as possible.</p>
<p>Appeal to the Board of Trustees HR Committee may be made in extraordinary circumstances where the applicant must demonstrate that the decision of the President/Panel is manifestly wrong and/or that bias or some other improper decision making influence occurred. The HR committee will give absolute deference to the decision of the President/Panel except where overwhelming evidence of injustice or improper action is shown by the complainant</p>	<p>Within 5 working days of the decision</p>

The Panel of 3 member panel will be appointed by the President and may include staff, faculty, and members of the Board of Trustees or other stakeholders. No member of the Panel should have a familial connection to the complainant, the respondent or any of the witnesses.

A briefing on harassment and bullying will take place at the first pre meeting of each formal investigation panel. The respondent will be informed in writing of the complaint made against him/her and all those attending a meeting of the Investigatory Panel will be given sufficient notice in writing. The complainant will have access to the respondent's submission or responses and any witness statements.

It is important to safeguard confidentiality therefore none of the parties to the complaint should discuss it with others, including members of the Panel outside the investigatory hearing, unless there is a legitimate reason for them to do so i.e. in order to be able to respond to an allegation, investigate and take action.

The respondent can seek guidance from a member of faculty or a member of the Administrative Staff of ICCI who is not a member of the Investigatory Panel.

A complaint of harassment/bullying may involve matters that are distressing or personal and which the complainant may find difficult to discuss in detail. The Chair of the Panel will therefore conduct its meeting(s) with the utmost sensitivity. A written record of the meeting(s) will be made, which may be presented as evidence to any subsequent disciplinary hearing.

The role of the Panel will be to interview the complainant, the respondent and any other relevant people such as named witnesses and to produce a report of its investigation

outlining any proposals for action resulting from the Panel's findings. In the event that there has been action which could be perceived as retaliation, or victimisation since the complaint was made, this will be considered by the Panel in the course of their investigation. Where a formal complaint is upheld, action will be taken in all cases. The record of the meetings of Investigatory Panels will be stored confidentially and will not be integrated with any individual's student record file.

The outcome of an Investigatory Panel meeting will be conveyed in writing to the complainant, respondent and the relevant persons where appropriate and will explain any actions resulting from it.

If either the complainant or the respondent feel that a formal investigation of a harassment complaint involving them has not been dealt with to their satisfaction, they may raise their concerns via the appropriate Grievance procedure.

Where a complaint of harassment and bullying has been upheld and disciplinary action is taken against the respondent the situation will be monitored to make sure there is no repeat in the offending behaviour and/or victimization.

7. Complaints of harassment are treated seriously by ICCI. Therefore any student who makes a false, frivolous, malicious, mischievous or vexatious complaint will be dealt with under the ICCI's disciplinary procedure.

8. Monitoring of the Policy

ICCI will keep the implementation of this policy under review and will monitor its use annually.

For those interested, the address of the Accrediting Council for Independent Colleges and Schools is 750 First Street NE, Suite 980, Washington, DC, 20002-4241. Phone number: (202) 336-6780.