

IVY College
Student Handbook



2024-2029

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MESSAGE FROM THE COLLEGE

Dear Student

I am delighted to welcome you to Ivy College. This new millennium of the 21st Century offers us both challenges and opportunities. There is an oriental saying that crisis means opportunities.

We, Ivy College, exist to help you take opportunities and turn them to meaningful success.

Our mission is to provide you with a higher education, which is innovative, superb, and real-world, fulfilling the changing workforce needs of the society. Ivy College equips you with professional knowledge and skills you need for your area of specialty.

Our quality education serves to make a significant and meaningful difference in your life and then to prepare you for successful career in the future. Above all, your perspective and purpose in life shall be formed and shaped by the eternal truth of the Bible. You, who desire to become Christian professionals or ministers, will appreciate how to serve and benefit the world with the truth and love of Christ Jesus. We earnestly want to see our students to serve as leaders with genuine Christian character in the community they engage.

Our highly qualified faculty and staff are committed to serving and working together for you to project and fulfill your dream. We recognize that you are so significant and valuable for the advancement of the Kingdom of God as well as for the enrichment of the society you involve. I invite you to Ivy College and begin your meaningful preparation for your gratifying future.

We welcome you sincerely and look forward to meeting you soon.

Cordially in Christ

Byung Yun Kim
President and Chief Executive Officer

HISTORY OF THE COLLEGE

Ivy College (IC) was founded by Jane Choi, under the leadership of Dr. David Y. Pak, on March, 2006 for the purpose of training qualified ministers wholly committed to the Word of God. The hope of the College is to launch a true ethnic Christian Theological training College with the aim of reforming Lord Jesus' churches in the USA.

Ivy College's primary purpose is to provide religious training and theological education. The school was previously exempt from the requirement of state certification by the State Council of Higher Education for Virginia (SCHEV). Today, Ivy College is certified to operate in Virginia by the State Council of Higher Education of Virginia (SCHEV). The State Council of Higher Education is located at James Monroe Building, 101 North Fourteenth Street, Richmond, VA 23219

Ivy College is accredited by Transnational Association of Christian Colleges and Schools (TRACS) which is a national accrediting body for Christian institutions. TRACS is located at 15935 Forest Road, Forest, Virginia 24551; phone (434) 525-9539; fax (434) 525-9538.

IC is authorized by the United States Immigration and Customs Enforcement (ICE) to enroll non-immigrant students.

IC is related to the Baptist Churches in America through its church courts. Presently, the IC is sponsored by and responsible to several Korea Church of the Baptist Churches in America. The IC also works very closely with the Theological Seminary Program of the Southern Baptist Churches in the USA.

Currently, Ivy College offers Bachelor of Arts in Biblical Studies (B.A.B.S.), Bachelor of Arts in Business Administration (B.A.B.A.), Associate of Arts in Biblical Studies (A.A.B.S.), Associate of Arts in Business Administration (A.A.B.A.) and English as a Second Language (E.S.L.) programs.

STATEMENT OF FAITH

IC stands firmly on the Baptist Faith and Belief, following the theological tradition of Anabaptist. The entire family of IC confesses the following according to the Canonical Bible.

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To guarantee that IC will maintain its theological position, each member of Board of Trustee, Faculty, and Teaching Staff is required initially and annually to engage in and subscribe to the following Statement of Faith.

1. The Holy Scriptures

We believe the Holy Scriptures of the Old and New Testaments to be the verbally inspired Word of God, the final authority for faith and life, inerrant in every matter in the original writing, infallible and God-breathed (2 Timothy 3:16-17).

2. The Godhead

We believe in one Triune God, eternally existing in three persons- Father, Son, and Holy Spirit co-eternal in being, co-identical in nature, co-equal in power and glory, and having the same attributes and perfections (Deuteronomy 6:4; 2 Corinthians 13:14).

3. The Person and Work of Christ

We believe that the Lord Jesus Christ, eternally God, became man, without ceasing to be God, having been conceived by the Holy Spirit and born of the Virgin Mary, in order that He might reveal God and redeem sinful men (Luke 1:35; John 1:1,2, 14).

We believe that the Lord Jesus Christ accomplished our redemption through His death on the cross as a representative, vicarious, substitution sacrifice; and that our justification is made sure by His literal, physical resurrection from the dead (Romans 3:24-25; Ephesians 1:7; 1 Peter 1:35; 2:24).

We believe that the Lord Jesus Christ ascended to heaven and is now exalted at the right hand of God, where, as our High Priest, He fulfills the ministry of Representative, Intercessor, and Advocate (Acts 1: 9-11; Romans 8:34; Hebrews 7:25; 9:24; 1 John 2:1-2).

4. The Person and Work of the Holy Spirit

We believe that the Holy Spirit is a person who convicts the world of sin, of righteousness, and of judgment; revealing Christ to men and enabling them to believe; and, that He is the supernatural

agent in regeneration, baptizing all believers into the body of Christ, indwelling and sealing them unto the day of redemption (John 16:8-11; Romans 8:9; 1 Corinthians 12:12-14; 2 Corinthians 3:6; Ephesians 1:13-14).

We believe that He guides believers into all truth, anoints and teaches them, and that it is the privilege and duty of all the saved to be filled with the Spirit (John 16:13; Ephesians 5:18; 1 John 2:20, 27).

5. The Creation and Man

We believe that the book of Genesis presents a historically accurate account of the origin of man, the fall of Adam and Eve, and consequently the entire human race, the worldwide flood, the call of Abraham, and the origin of God's chosen people, Israel. Included in this is our belief that special creation of the existing universe, consisting of time, space, and matter, was accomplished in six literals, twenty-four hour days, as detailed in Genesis chapter one.

We believe that man was created in the image and likeness of God, but that when man sinned humanity fell and became alienated from God. Man, thus, is totally depraved and of himself, utterly unable to remedy his lost condition. (Genesis 1:26-27; 5:2; Psalm 51; Romans 3:22-23; 5:12; Ephesians 2: 1-3, 12).

6. Salvation

We believe that salvation is the gift of God brought to man by grace and received by personal and purposeful faith in the death and resurrection of the Lord Jesus Christ, whose precious blood was shed on Calvary for the forgiveness of sins (1 Corinthians 15:1-5; Ephesians 1:7; 2:8-10; 1 Peter 1:18-19).

We believe that while the death and resurrection of Christ is sufficient provision for the salvation of all men, only those who exercise saving faith will have forgiveness of sin and receive eternal life. Those who so exercise faith are then regenerated, baptized by the Holy Spirit into Christ, and granted every spiritual blessing in Christ (Romans 6:3-4; 1 Corinthians 12:13; Ephesians 1:3-4; 2:8-9; Philippians 2:13; Titus 3:5; 1 John 2:2).

7. The Eternal Security and Assurance of Believers

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We believe that all the justified, once saved, are kept by God's power and are thus secure in Christ forever (John 6:37-40; 10:27-30; Romans 8: 1, 38; 1 Corinthians 1 :4-8; 1 Peter 1 :5).

We believe that it is the privilege of believers to rejoice in the assurance of their salvation through the testimony of God's Word; which, however, clearly forbids the use of Christian liberty as an occasion to the flesh (Romans 13: 13-14; Galatians 5: 13; Titus 2: 11-15; 1 John 5: 10-13).

8. The Two Natures of the Believer

We believe that the regenerated person retains his corrupt, sinful, depraved nature, but at the moment of salvation also becomes a partaker of the divine nature, capable of pleasing God through the ministries of the indwelling Holy Spirit (Romans 6:13; 8:12-13; Galatians 5:16-25;

Ephesians 4:22-24; Colossians 3:9-10; 1 Peter 1:14-16; 1 John 3:5-9).

9. Separation

We believe that all the saved should live in such a manner as not to bring reproach upon their Savior and Lord; and, that separation from all religious apostasy, all worldly and sinful pleasures, practices and associations is commanded by God (Romans 12: 1-2, 14: 13; 2 Corinthians 6:147:1; 2 Timothy 3:1-5; 1 John 2:15-17; 2 John 9-11).

10. Missions

We believe that it is the obligation of the saved to witness by life and by word to the truths of Holy Scripture and to seek to proclaim the 9 Gospel to all mankind (Matthew 28: 19-20; Mark 16: 15; Acts 1 :8; 2 Corinthians 5: 19-20).

11. Ministry and Spiritual Gifts

We believe that God is sovereign in the bestowing of all His gifts; that the gifts of evangelist and pastor-teacher are given to the church for the equipping of the saints today; that each believer has a spiritual gift for the purpose of ministry to others, such as the gifts of ministry, helps, leadership, administration, exhortation, giving, mercy, and teaching; that the gifts of prophecy, speaking in

tongues, and the working of sign miracles ceased as the New Testament Scriptures were completed and their authority became established (Romans 12:6-8; 1 Corinthians 12:4-11; 2 Corinthians 12:12; Ephesians 4:7-12; 1 Peter 4:10).

We believe that God does hear and answer the prayer of faith, in accord with His own will, for the sick and afflicted (John 15:7; James 5: 14-15; 1 John 5: 14-15).

We believe in the autonomy of the local church (Acts 13: 1-4; 20:28; Romans 16:1; 1 Corinthians 3:9, 16; 5:4-7; 1 Peter 5:1-4).

We recognize the ordinances of water baptism and the Lord's Supper as a scriptural means of testimony for the church today (Matthew 28: 19-20; Acts 2:41-42; 18:8; 1 Corinthians 11:23-26).

12. The Personality of Satan

We believe that Satan is a person, the author of sin and cause of the fall; that he is the open and declared enemy of God and man; and, that he shall be eternally punished in the lake of fire (Job 1 :6-7; Isaiah 14:12-17; Matthew 4:2-11; Revelation 20:11).

13. The Second Advent of Christ

We believe in that "blessed hope," the personal, imminent, pre-tribulation and premillennial coming of the Lord Jesus Christ for the church; and in His subsequent return to earth, with His saints, to establish His Millennial Kingdom, which will begin only after the second advent (Zechariah 14:4-11; 1 Thessalonians 1: 10; 4: 13-18; 5:9; Revelation 3: 10; 19:11-16; 20:1-6).

14. The Eternal State

We believe in the bodily resurrection of all men, the saved to eternal life, and the unsaved to judgment and everlasting punishment (Matthew 25:46; John 5:28-29; 11:25-26; Revelation 20:56; 22:12).

We believe that the souls of the justified are, at death, absent from the body and present with the Lord, where in conscious bliss they await the first resurrection, when soul and body are reunited to be glorified forever with the Lord {Luke 23:43; 2 Corinthians 5:8; Philippians 1:23; 3:32; 1 Thessalonians 4:16-17; Revelation 20:4-6).

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We believe that the souls of unbelievers remain, after death, in conscious misery until the second resurrection, when with soul and body reunited they shall appear at the Great White Throne Judgment, and shall be cast into the lake of fire, not to be annihilated, but to suffer everlasting conscious punishment (Matthew 25:41-46; Mark 9:43-48; Luke 16:19-26; 2 Thessalonians 1: 79; Jude 6- 7; Revelation 20: 11-15).

How should we then live in view of the biblical message about the future?

We should live according to Scripture, live as though we would appear before our Lord God in a matter of minutes or hours. As we so live, we should view every opportunity as though it might be the last one we will ever have. The Bible does not teach God's people to fold their hands and wait idly for Christ's return. Rather, it emphasizes the need to be actively serving while we wait for God.

MISSION STATEMENT

Ivy College exists to integrate academic excellence and Christian values, providing a community where it student are educated to think and act as ethical leaders and responsible citizens.

IC seeks to fulfill its purpose by providing a variety of lifelong learning opportunities for individuals and churches, including adult continuing education classes, seminars, publications, and media resources, as well as by providing theological leadership for the Christian community and world for glory of triune God.

In fulfilling this purpose, IC seeks to develop the following competencies in its graduates. We believe that each of these competencies is intimately and necessarily related to others. Effective ministry requires spiritually sensitive application and integration of all of these competencies.

TO WALK WITH THE TRIUNE GOD

Grace: *Understands and is personally committed to the Gospel of grace as understood in our standards.*

Lifestyle: *Exhibits spiritual maturity and Christ-like character growing out of the love of Christ.*

Servant hood: *Demonstrates a heart to serve triune God and others in one's family, church, and world.*

AND TO LEAD GOD'S PEOPLE

- Relational skills:** *Relates to others with evident respect, sensitivity, and concern to serve, even when there are differences of culture, belief, or values.*
- Leadership:** *Leads others in walking with God in accordance with gifts and callings (e.g., preaching, teaching, advising, evangelizing, mercy ministry) - modeling Christ's courage, love and humility.*
- Christ's Lordship:** *Seeks to bring Christ's lordship to bear in all areas of life and culture- individual and corporate, private and public.*
- Vision:** *Seeks to advance the cause of Christ among diverse peoples and cultures within North America and throughout the world for glory of the triune God.*

PHILOSOPHY OF EDUCATION

1. Ivy College is a Bible College; the Bible is the heart of the curriculum, in contrast to a program that is essentially philosophical or sociological. The absolute inerrancy and authority of the Scripture are paramount. Because we emphasize the primacy of the Word of God, we believe that the tools of exegesis are essential in preparing students for the ministry, so that they may become capable expositors of the Word of God.

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2. We are aware that teaching sound doctrine alone is not enough. This doctrine must be translated into practical Christian service. Therefore, our faculty must not only be highly qualified in academics and instructional methodologies, but they also must be excellent spiritual and moral examples.
3. Recognizing the limitations of a primarily academic setting, we seek to instill within the student a deep love for God and His Word, a heart for evangelism and missions, and the integration of biblical teaching and values into every aspect of life. We also believe that it is imperative for students to be involved in practical "hands-on" ministry and mission to complement their College studies.
4. The primacy mission of Ivy College is to provide quality collegiate education. The Ivy College is a Christian academic community in the tradition of evangelical institutions of higher education. As such, Ivy College continues the philosophy of education which first gave rise to the College, summarized in the following proposition:
 - a. God, the infinite source of all things, has shown us truth through Christ in nature, history, and, above all, in Scripture. Persons are spiritual, rational, moral, social and physical, created in the image of God. They are, therefore, able to know and to value themselves and other persons, the universe and God.
 - b. Education as the process of teaching and learning, involves the whole person, developing the knowledge, values, and skills that enable the individual to change freely.

DISTINCTIVES OF 'IC'

Bible and the Confessional Standards of the church, the IC is dedicated to the following distinctive principles:

1. Belief in the plenary verbal inspiration of Scripture resulting in an inerrant Word as it was originally given by God, and, therefore, the only infallible rule of faith and practice.
2. Belief that the biblical form of Church government is the Baptist form, which is essential to the well-being of the Church, though not necessary to its being. Belief in the Great Commission is the one and only mission of the Church. The Christian individually and in association with others, has obligations to function in all spheres of life by developing and practicing the full

implications of the Christian world and life view in every human relationship and in all aspects of life and society under the Lordship of Christ.

The Church, on the other hand, should not presume to enter spheres of activity where it has neither calling nor competence. Christ gave but one Great Commission to the Church, namely, to evangelize the world and to teach all things that He has taught us.

3. Belief in Dynamic Spiritual Emphasis as a student must be walking in fellowship with God (the Holy Spirit) so that he or she can be taught by the Holy Spirit. The cultivation of the spiritual life is inseparably fused with the scholarly study of biblical and related subjects, thus providing an unusual classroom climate and a distinct theological education. All this is designed to prepare students to communicate the Word of God in the power of the Holy Spirit.
4. Belief in a Strong Commitment to Missions; IC is firmly committed to promoting the missionary enterprise throughout the world. This Commitment is demonstrated in a variety of ways that provide exposure for students to the diverse nature of missions and the unique opportunities for career service in missions.
5. Emphasis on the practical as well as the theological aspects of ministry. The IC believes that learning “how” to minister is as important as learning “what” to minister, and therefore trains as well as instructs.

“Go ye therefore, and teach all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Ghost: Teaching them to observe all things whatsoever I have commanded you: and, lo, I am with you always, [even] unto the end of the world. Amen” (Mat.28: 19-20).

INSTITUTIONAL GOALS OF THE COLLEGE

Based on its Mission Statement, Ivy College will endeavor:

1. To instruct students in biblical knowledge based on the authoritative, inerrant Word of God.
2. To help students integrate biblical principles into the personal, social and professional areas of their lives.
3. To train students to communicate effectively to impact their world.
4. To stimulate within students a spirit of inquiry, investigation and critical thinking so as to equip them to be lifelong learners.

5. To equip students for various kinds of service in the context of the local church and other Christian ministries.
6. To challenge all students at the College to understand and believe the gospel of Jesus Christ.
7. To identify fundamental concepts of administration and to understand the ethical and behavioral concerns.
8. To demonstrate skills needed to utilize and leverage technology relevant within the community

CODE OF CONDUCT

Traditionally, a code of conduct is a list of rules with consequences. The Board has stated the code of conduct of IC in a way that reflects the grace of God. It is included in official publications. Trustees, administrators, faculty, staff, and students must agree to abide by the code and so state in writing. Ivy College affirms that:

1. Each Christian is to be Christ like in attitude and action. This is neither automatic nor instantaneous, but a growth process. This Christ likeness does not come by observing certain outward expectations but comes from within as the indwelling Spirit of God energizes the believer submitted to God (Romans 12:12; Philippians 2:12-13). As believers walk in fellowship with the Lord, being controlled and enabled by the Holy Spirit, they are changed to be more and more like Him (2 Corinthians 3:18; Philippians 2: 12-13, 1 John 1:47).
2. Believers are to glorify God in their bodies and are to live holy lives (1 Corinthians 6:19-20; 1 Peter 1:13-16). Love toward God is evidenced by love for those without Christ (note Paul's example in 2 Corinthians 5:14 and Acts 18:5) and by love for fellow believers (1 John 3:16; 4:78).
3. Living by God's grace, believers are to avoid even the appearance (every form) of wrongdoing (1 Thessalonians 5:22). Believers are called to freedom, but this is not to be an opportunity for the works of the flesh (Galatians 5:13).
4. Individuals who, after spiritual instruction (Galatians 6:1), continue to dishonor the Lord by persisting in un-Christ like behavior or unruly conduct may, after due process, be dismissed from IC (1 Thessalonians 5:14).

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FACULTY OF 'IC'

The faculty of IC must not only be highly qualified in academics and instructional methodologies, but they also must be excellent spiritual and moral examples for students for the glory of God. Every board, administrator, staff and faculty member must sign the Statement of Belief and Covenant or Doctrinal Position, Philosophy of Education, and distinctive principles of IC.

Our faculty rest firmly upon the integrity and inerrancy of the Holy Scriptures and, therefore, wholeheartedly accepts the great basic doctrines of the historic Protestant Christian faith and the Westminster Confession.

Therefore, all faculty of the IC will maintain its theological position. In addition to the General Regulation of the College, our teachers must have at least a master's degree in Theology, Divinity or a major related field and/or a doctoral degree in Theology or Ministry.

FACILITIES OF THE COLLEGE

The Ivy College campus is located at 1980 Gallows Rd. Vienna, VA. 22182. Classrooms, offices, computer laboratory, auditorium, and library are housed in a modern building of approximately 6,000 square feet. The Ivy College is close to the Washington DC, Fairfax, and 495 freeways, for the easy access from all the cardinal points.

Classrooms are spacious, carpeted and air-conditioned for the student's comfort. The building, equipment, and other learning resources being used for instructional purposes comply fully with all applicable federal and state regulations and local ordinances for safety and public health.

POLICIES, PROCEDURES

1. LIFESTYLE EXPECTATIONS

Members of Ivy College are expected to demonstrate a positive and growing commitment to Jesus Christ as Lord by continued study and obedience to the Scripture in all areas of life. A regular experience of forgiveness and renewal, surrender to God the Holy Spirit, demonstration of Christian love and service to others, concern for evangelism and world missions, honesty, personal integrity, recognition of the rights of others, defense and advocacy of justice, response to the needs of the poor and oppressed, and emphasis upon glorifying God, in all thought and action, are examples of behaviors which are endorsed and encouraged.

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Certain practices are forbidden in Scripture and are not condoned in the lives of members of Ivy College community. Theft, dishonesty, and disobedience to the state (except in those rare instances that violate a biblically informed conscience) are example of practices which are unacceptable.

Other aspects of community life include a commitment to the pursuit of excellence, forbearance for one another, recognition of the Lord's Day as a day of worship and rest, a growing awareness and reflection of Christ in daily life, and a dedication to the concerns that motivated His life on earth.

We believe that a decision to become a part of Ivy College implies a willing commitment to live in accordance with the teaching of the Bible, as well as a willing acceptance of the responsibilities and conditions of membership. It is our hope that those led by the Lord to become a part of the distinctive Ivy College community and have already adopted a Christ-lifestyle.

2. DRUG FREE WORKPLACE POLICY

Ivy College is committed to maintaining a community in which teaching, and learning can thrive. Drug abuse in the workplace endangers the health and safety of the public and University employees, students and patients.

To that end, IC is dedicated to upholding the requirements of the Drug Free Schools and Communities Act and its related provisions. A program has been created to do the following annually: 1. Notify students of this policy and standards of conduct; 2. Provide a description of the health risks associated Alcohol and Other Drug use (AOD); 3. Provide a description of available treatment programs.

Local, State and Federal law supersede any IC policy on this subject. All community members are subject to these laws while on campus.

POLICY

Unlawful staff, student or faculty possession, dispensing, manufacturing or using illegal or controlled substances is prohibited on college property, in college vehicles and while conducting college business.

In addition, the college is a smoke free environment. The use of all tobacco products including vaporizers is prohibited.

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The college distributes information annually on these standards of conduct as well as health risks associated with AOD use and treatment programs by way of the college Learning Management System, Populi.

Violations of this policy constitutes a failure to abide by the college code of conduct and may result in discipline up to and including warning, suspension and expulsion. Reports of concern can be made to the Director of Student Affairs.

Please see the college code of conduct for procedural processes and disciplinary action steps.

5. DANGEROUS PRACTICES IN CAMPUS

No student shall engage in any activity which shall endanger the lives or safety of that student or of others. This includes, but is not limited to, the following activities.

- 1) The use, possession or false reporting of fireworks, firecrackers, gunpowder or any dangerous chemicals or explosive materials.
- 2) Inappropriate or dangerous use of fires, open flames, candles, matches or other flammable materials.
- 3) Blocking or in any way preventing use of fire exit doors, handicapped ramps, hallway doors and building entrance.
- 4) Improper use of electrical appliances or wiring which creates a fire hazard.
- 5) No student shall intentionally or negligently damage/vandalize, attempt to damage/vandalize or participate in the damage of property belonging to another.
- 6) Damage, which is caused accidentally, should be promptly reported to an appropriate official. Failure to report accidental damage will be considered a violation of this policy.
- 7) No student shall cause or incite any disturbance including excessive noise in or near any building or any other property owned or operated by the College that interrupts the orderly operation of the College.

6. COMPUTER MISUSE ON CAMPUS

Any misuse of college network or computing resources or services is expressly prohibited. Examples of misuse include, but are not limited to, the following activities:

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- 1) Committing computer fraud, creating false identities, forgery, harassment, personal abuse, trespassing, theft, embezzlement, or invasion of privacy.
- 2) Tampering with files or information that belongs to someone else.
- 3) Using the computer to examine, modify or copy programs or data other than one's own without proper authorization. This includes plagiarism and/or violations of copyright.
- 4) Degrading or attempting to degrade computer hardware or software performance or to alter or circumvent established security measures.
- 5) Depriving or attempting to deprive other users of access to computing/network resources or services.
- 6) Under no circumstances does the College condone or permit: the unauthorized copying of computer software or other copyrighted material; the use of another person's computer I.D., telecommunications account or access privileges; the unauthorized access or use of another person's files (whether inside or outside the computer system); the intentional abuse or interference with the operation of any College computer, network or telecommunications system; the intentional interference with the work of other users or wasting of computer resources. Using computing resources in other forms of misconduct such as harassment, invasion of privacy, libel, falsifying identity, etc. are violations of college standards of conduct and/or law.

7. HAZING OR PERSONAL ABUSE IN CAMPUS

In keeping with IC's expectations for a positive academic environment, the College prohibits any situation created intentionally to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Hazing, is defined as activities for the initiation or induction into an organization which include, but not limited to, calisthenics or other strenuous physical activity; exposure to inclement weather; consumption of any food, liquid, beverage, drug or other substance; confinement in any room or compartment; spraying, painting or pelting with any substance; burying in any substance; burning, branding or tattooing; or any other activity which may result in physical injury or endanger the health or life of the individual being hazed.

Section 18.2-56 of the Code of Virginia, as amended, which declares hazing illegal, establishes conditions for civil and criminal liability and outlines the duties of the College when a student has been found guilty of hazing.

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No student shall engage in any activity which disrupts, unfairly influences, or obstructs Honor Council process of IC. This includes, but is not limited to, the following activities:

- 1) Attempting to influence, intimidate or threaten any witness, council member or other participant involved in the preparation of a case or the procedures constituting a judicial or Honor Council proceeding.
- 2) Distributing, announcing, or publishing judicial information, letters or decisions.
- 3) Giving false information to the Honor Council or to honor council coordinator.

About Personal Abuse: (1) No student shall threaten anyone with physical harm. (2) No student shall direct expressions at anyone that can be reasonably anticipated to provoke a violent reaction from that person.

8. PETS ON CAMPUS

Students shall not bring any pet belonging to them or under their control into any College-owned or operated building or chain a pet outside any academic building where it may disrupt classroom activities through barking or other noise. Owners must always keep dogs on a leash. All actions of any dog will be the responsibility of the owner. In or near classrooms, academic buildings, administrative buildings or physical education facilities, the person responsible for bringing the pet into the building will be asked to remove the pet immediately. If the individual refuses or the owner cannot be found, the police will be called, and appropriate action taken.

- 1) Students bringing pets into Campus of IC will be assessed a fee for each occurrence.
- 2) A service animal (guide dog, or other animal individually trained to provide assistance to an individual with a disability) is permitted in any place that any student/customer is generally allowed.

9. SOLICITING, PETITIONING, SELLING, SURVEYING AND PUBLICIZING

No student organization shall engage in advertising or selling any goods, services or tickets; nor shall they solicit for any purpose whatsoever on college property or in college buildings without first obtaining the written approval of the coordinator of clubs and organizations. Sales and solicitation may only take place in the areas designated by the Director of Student Affairs

- 1) Students or student organizations must obtain written approval from the coordinator of clubs and organizations, before petitioning or surveying students. Surveys that are a part of an academic requirement must be approved by the instructor, department head and academic dean before approval will be given by the coordinator of student organization development.

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- 2) No student, non-College-related organizations or individuals may sell or solicit on the campus for any purpose whatsoever without first obtaining the sponsorship of a recognized student organization. The sponsoring organization must then obtain the written approval of the coordinator of student organization development, make all arrangements for space, acknowledge sponsorship in writing and delineate the financial arrangements between the sponsor and the non-College organization or individual.
- 3) Sales or solicitation involving food items require additional approval by the dining services department. Sales or solicitation of merchandise require additional approval by the director of the College bookstore.
- 4) All students or organizations that solicit off campus on behalf of a group or organization associated with IC must have the written approval of the Academic Dean for College advancement and the Director of Student Affairs.
- 5) All students or organizations planning to conduct programs on or off campus requiring a contractual agreement with non-College agencies must obtain the written approval of the Director of Student Affairs Unions and other pertinent College officials.
- 6) Posters, notices, announcements, or other materials may only be displayed on general purpose bulletin boards inside authorized College-operated buildings or on authorized College property. Materials with dimensions exceeding 11 inches by 17 inches will not be approved for posting. The Director of Student Affairs will define the authorized areas of display for such material. The exterior of academic and administrative buildings as well as all windows, doors and trash receptacles are specifically unauthorized display areas.
- 7) No student shall distribute or sell any drug apparatus in any building or on any property owned or operated by the College.
- 8) Using chalk to display messages or advertise events on campus sidewalks is prohibited without appropriate authorization.

10. THEFT

“You shall not steal... You shall not covet your neighbor’s house...” (Exo.20: 15.17)

- 1) No student shall steal, attempt to steal or assist in the theft of any money, property or item of value not belonging to him or her.

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2) No student shall illegally use or appropriate any property not belonging to him or her.

3) No student shall fail to report suspected theft of college monies.

11. EQUAL OPPORTUNITY; NON- DISCRIMINATION POLICY

All aspects of Ivy College's programs will be administered in compliance with Titles VI and VIII of the 1964 Civil Rights Act; the Age Discrimination Act of 1975, as amended; Sections 503 and 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act of 1990; Title IX of the Education Amendments of 1972.

No individual will be excluded from participation in, denial benefits of, subjected to discrimination under or denied employment in the administration of or in connection with Ivy College programs because of race, color, age, disability, citizenship, handicap or political affiliation.

The Ivy College's commitment is that participation in any program shall be open to citizens and national if the United States, lawfully admitted refugees and parolees and other individuals authorized by the Attorney General to work in the United States.

The Ivy College's commitment is that no individual will be intimidated, threatened, coerced, or discriminated against because of filing a complaint, furnishing information or assisting or participating in any manner in an investigation, compliance review, hearing or any other activity related to the administration of Ivy College's programs.

12. SEXUAL HARASSMENT POLICY

This policy applies to IVY College ("College") students, employees, employees of contractors, visitors, guests, and other third parties.

This policy applies to acts of prohibited conduct when:

- (1) the conduct occurs on campus or other property owned or controlled by the College.
- (2) the conduct occurs in the context of a college employment or education program or activity, including, but not limited to, College-sponsored research, on-line, or internship programs; or
- (3) the conduct occurs outside the context of college employment or a college educational program or activity, but has continuing adverse effects on or creates a hostile environment for an individual while on the College's campus or other property owned or controlled by the College or in any College employment or educational program or activity.

As an institution of higher education that promotes the rights and safety of all members of the campus community, IVY requires that individuals treat one another with respect, dignity, and

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fairness. In an intimate relationship, these values are of paramount importance. Sexual misconduct, which is prohibited under this policy, includes a broad range of behavior such as inappropriate touching, sexual exploitation, sexual intercourse without consent and other forms of sexual violence. Some forms of prohibited conduct may be a crime. Sexual misconduct, as defined in this policy, may violate Title IX of the Higher Education Amendments of 1972 and/or the Violence Against Women Act (VAWA) and Virginia State Education Law. Such violations will not be tolerated by the College.

This policy provides procedures for reporting, investigating and adjudicating claims of sexual misconduct, harassment, and discrimination in the context of Title IX. It applies to all members of the College community, including the College's students, faculty, and staff, and applies regardless of one's sexual orientation, gender, gender identity, or gender expression. Noncommunity members (e.g. alumni, family or friends of students, vendors, etc.) visiting campus or participating in any College program or activity are expected to abide by the behavioral expectations of this policy.

This policy is in coordination with the Student Code of Conduct, Formal Complaints and FERPA.

Students Rights:

1. Make a report to local law enforcement and/or state police;
2. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;
3. Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by the institution;
4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
5. Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available;
6. Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
7. Describe the incident to as few institution representatives as practicable and not be required to unnecessarily repeat a description of the incident;
8. Be protected from retaliation by the institution, any student, the accused or the respondent, their friends, family and acquaintances within the authority of the institution;
9. Access to at least one level of appeal of a determination;

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10. Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process; and
11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the institution.

POLICY

It is a violation of college policy to engage in Sexual Assault, Quid Pro Quo Sexual Harassment, Hostile Environment Sexual Harassment, Sexual Exploitation, Dating Violence, Domestic Violence and Stalking, and Complicity in the commission of any act prohibited by this policy, and Retaliation against a person for the good faith reporting of any of these forms of conduct or participation in any investigation or proceeding under this policy (collectively, “Prohibited conduct”). Prohibited conduct is prohibited regardless of the sex, sexual orientation, and/or gender identity/expression of the Complainant or Respondent.

Whether conduct is unwelcome is a subjective determination based on the specific Complainant. Severity, pervasiveness, and objective offensiveness are evaluated based on the totality of the circumstances from the perspective of a reasonable person in the same or similar circumstances (“in the shoes of the Complainant”), including the context in which the alleged incident occurred and any similar, previous patterns that may be evidenced.

Individuals found in violation of this policy will be subject to appropriate disciplinary action, up to and including termination of employment of employees and suspension or dismissal of students.

A Responsible Administrator is *not* a confidential resource.

Complaints can be made to any of the Responsible Administrators by those who allege to have been the victim of a violation of this policy, by a third party on a victim’s behalf or anonymously. While certain other employees may also have a reporting obligation, if a complaint is made to anyone other than one of the Responsible Administrators, the complainant risks the possibility that it will not come to the attention of the proper College officials and may, therefore, not be acted upon. For purposes of this policy, faculty and academic advisors are not considered Responsible Administrators. In addition, unless a report is made to someone listed as a Confidential Resource, confidentiality cannot be assured. The decision to file a formal complaint with the College in no way restricts you from also filing criminal charges.

IVY responsible administrators:

All IVY staff, except faculty, academic advisors, and student employees.

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Confidentiality

A Responsible Administrator will discuss with the complainant available avenues and options. A complainant may be able to take advantage of multiple options simultaneously. Options include contacting law enforcement (if the incident involves a crime) and/or pursuing disciplinary action against the accused and/or mediation. In situations where the either parties' well-being requires, other options may include immediate remedial action, such as no-contact orders between the parties, changes in class assignments, or work assignments to assist in avoiding contact, or other measures to enhance either parties' safety, such as increased monitoring of an area.

If an individual makes a report to a Responsible Administrator, one still has the right to make an anonymous report; to request that the College maintain the report as confidential (i.e., not reveal his/her identity); and/or to request that the College not investigate or that action not be taken against an alleged perpetrator. Even IVY Offices and employees who cannot guarantee confidentiality will maintain your privacy to the greatest extent possible. The information you provide to a non-confidential resource will be relayed only as necessary to the Title IX Coordinator to investigate and/or seek a resolution. If a complainant requests that his/her name be kept confidential (or if the complainant makes an anonymous complaint), the College's ability to respond to the complaint may be limited. While the College endeavors to comply with the complainant's wishes, it is not required to honor these requests. Depending on the circumstances, this may or may not be possible. The College may, in appropriate circumstances, decide it must move forward with an investigation and/or disciplinary processes. In making such a determination the College must consider its obligation to provide a safe, non-discriminatory environment for all students and employees. The College has designated the Title IX Coordinator as the individual who will evaluate any requests for confidentiality.

The College will seek consent from the complainant prior to investigating. To determine whether to investigate despite the complainant's request not to do so, the College will consider a range of factors, including, but not limited to:

- The severity and impact of the sexual misconduct;
- The respective ages of the parties;
- Whether the complainant is a minor under the age of 18;
- Whether the respondent has admitted to the sexual misconduct;
- Whether there have been other sexual violence or harassment complaints about the respondent;
- Whether the respondent has a history of arrests or records from a prior school indicating a history of violence;

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- Whether the respondent threatened further sexual violence or other violence against the victim or others;
- Whether the sexual violence was committed by multiple respondents;
- Whether the sexual violence was perpetrated with a weapon; and
- The overall safety of the campus community (including the complainant).

If the College determines that an investigation is required, it will promptly notify the reporting individuals and act as necessary to protect them.

Cleary Act Compliance

The College is required to include for statistical reporting purposes the occurrence of certain incidents in its Annual Security Report (ASR). Names of individuals involved in incidents are not reported or disclosed in ASRs. In the case of an emergency or ongoing dangerous situation, the College will issue a timely warning to the campus unless issuing such a warning may compromise current law enforcement efforts or when issuing the warning itself could potentially identify the reporting individual. In such circumstances, the name of the alleged perpetrator may be disclosed to the community, but the name of the victim/complainant will not be disclosed.

PROCESS

Community members are encouraged to report sexual misconduct, harassment and discrimination when it occurs, whether observed or as a result of an activity they were directly a part of. The process begins when a report is submitted to a “responsible administrator”, the Title IX coordinator. There is no time limit for reporting prohibited conduct to the College under this policy.

John Yoo, Title IX Coordinator
(703) 539-8692
jyoo@ivy.edu

If a report alleges a plausible violation of this policy, the College will take prompt and equitable action to eliminate prohibited conduct, prevent its recurrence and remedy its effects.

Upon receipt of a report, the Title IX Coordinator shall promptly contact the reporting party and, if known and different from the reporting party, the complainant. The Title IX Coordinator shall discuss with the complainant the options available to the complainant under the College grievance procedures, including the option to submit a formal complaint, and the supportive measures that are available. The Title IX Coordinator may provide supportive measures, as determined appropriate by the Title IX Coordinator, to any individual involved in a report of prohibited conduct, regardless of whether the complainant requests that the College initiate an investigation of the Prohibited

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conduct. The Title IX Coordinator may also impose emergency measures as necessary to protect the physical health and safety of the complainant, respondent, or other individuals.

In order to initiate a formal investigation of prohibited conduct by the College, a complainant must submit a formal complaint to the Title IX Coordinator. Upon receipt of a formal complaint requesting that the College investigate an allegation of prohibited conduct, the College shall follow the procedures described in the institutional policy on Formal Complaints (Grievance). A Respondent shall be presumed to be not responsible for the alleged conduct until a determination is made as to responsibility at the end of the grievance process. The College shall use the preponderance of the evidence standard in determining responsibility for a violation of this policy for all cases. Being impaired by alcohol and/or other drugs is no defense to violating this policy.

An investigation may occur because a complainant wishes to proceed with a complaint, or because the College determines that this is necessary despite the wishes of the complainant.

The College endeavors to ensure that complaints are responded to in a prompt, fair and impartial manner. The investigation is usually performed by one or more of the Responsible Administrators listed above, but the College may appoint any appropriate person(s) to conduct the investigation. The complainant and the respondent will be given an equal opportunity to present information in the context of the investigation. An investigation usually involves interviews of witnesses and reviewing relevant documentation.

This policy applies campus-wide and sets forth behavioral expectations for all. However, the applicable investigatory and disciplinary procedure that will be applied in a particular case depends on whether the accused is a student, a faculty member, an employee, or a noncommunity member. If a complaint is made under this policy, the following will apply:

- A complaint against a student will be referred to the Title IX Coordinator and processed in accordance with the Student Conduct Code Policy.
- A complaint against a faculty and/or staff member will be referred to the CEO.
- A complaint against a non-community member (e.g., a visitor to campus, an alumnus, a vendor, a parent, etc.) will be investigated but no formal procedure applies. The College may opt to ban the non-community member from college property or take other appropriate responsive measures. The complainant and respondent will be notified in writing of the outcome of such a complaint.

In cases where the individual has more than one status with the College (such as a student who is also employed with the College, or any employee who takes courses at the College), the College will determine in its discretion which status is primary; in such a situation, sanctions imposed may include both sanctions related to each status. A non-member of the College community may make

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a report that a college community member has violated this policy. A non-community member's complaint will be processed in accordance with the applicable disciplinary procedure (above).

The complainant and respondent may be accompanied by an advisor of choice (at the party's own expense, if the advisor is a paid advisor) during any investigatory meeting, disciplinary hearing or other proceeding held pursuant to this policy. If the complaint involves a sexual assault, domestic or dating violence, or stalking, the advisor may be an attorney. The advisor cannot be a witness in the proceedings. They are a silent and non-participating presence who is there solely to observe, consult with and provide moral support to the complainant or respondent. The advisor may not disrupt or distract from the meeting or proceeding. They are not permitted to address or otherwise make any direct statements to the witnesses, investigators, hearing panel or any other adjudicators. An advisor who does not abide by this role may be precluded from further participation in any meetings, hearings or proceedings, and the College will proceed in the advisor's absence.

The complainant and respondent will have an equal opportunity to present relevant information and evidence. The College may proceed with a complaint, including an investigation and through to a disciplinary outcome, even if the complainant and/or respondent elect not to participate.

As stated previously, the standard for decisions in disciplinary proceedings, in this context, is a preponderance of the evidence, meaning that it is more likely than not a violation of this policy occurred. Both parties will receive simultaneous written notice of outcomes of all disciplinary proceedings, to the extent permitted by law. Both the complainant and respondent will have the right to appeal pursuant to the applicable disciplinary procedures identified above. The College endeavors to complete the investigatory phase and disciplinary proceeding within 60 days, but this timeframe may be extended, if necessary, under the circumstances.

Methods of Resolution

The Title IX Coordinator (or designee) will review all submissions. If the Title IX Coordinator (or designee) determines charges are appropriate, the student will be notified of the alleged violation and the appropriate resolution procedure. There are several resolution procedures:

Conduct Hearing

A Conduct Hearing is the basic method of resolution for all offenses that warrant sanctions. Typical sanctions include educational tasks, written warnings, conduct probation, fines, community service, community restitution, referral for resources, suspension or dismissal from the College.

Students have the right to appeal decisions made during a Conduct Hearing via the CEO (or designee), who will serve as the appellate officer. In some instances, the case may still be referred to the Community Conduct Council by appellate officer. (See the Appeal Process for more details.)

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Expedited Hearing

If a student's continued presence on campus endangers College property, the physical safety or well-being of other members of the campus community, affects his/her physical or emotional safety or well-being or disrupts the educational process of the community, the Title IX Coordinator (or designee) may initiate an expedited hearing. An expedited hearing may convene immediately and may void a student's 48-hour notice of hearing.

Additional Information for Each Method of Conduct Resolution

1. Student conduct records are confidential and are available only to persons who have permission from the students. Limited conduct information may be shared with other IVY administrators and faculty members who have a legitimate need to know.
2. All hearings are closed to the public.
3. If an accused student fails to appear for a scheduled hearing, the hearing may be decided in his/her absence. The Title IX Coordinator (or designee) will hear the case based on the available information. The College will not necessarily drop charges of misconduct if an accused student leaves IVY for any reason (e.g., voluntary withdrawal, required resignation, separation, or dismissal from the College).
4. An accused student may bring an adviser to a hearing. The adviser must be a member of the College community and can be a student, faculty, or staff member. During the hearing, the adviser may only advise during recesses granted by the Title IX Coordinator and may clarify procedural questions before, during or after the hearing.
5. The Title IX Coordinator makes decisions about responsibility and sanction(s). These decisions shall be based on the evidentiary standard of "preponderance of evidence," meaning the Title IX Coordinator determines if it is more likely than not the alleged violation occurred.
6. The College requires administrative staff maintain confidentiality regarding conduct matters. Individual(s) who report the alleged violation(s) may be informed of the official decision. Information about assigned sanctions may be shared with reporting parties as deemed appropriate by the Title IX Coordinator (or designee). The Title IX Coordinator may share information about conduct charges, findings, and sanctions with College personnel who, at the discretion of the Title IX Coordinator, have a legitimate need to know.

Appeal Process

A student found responsible for a violation of college policy during a Student Conduct Hearing may request an appeal based on one of the following:

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1. insufficient information that a policy was violated or the availability of new evidence; 2. a serious procedural error in resolving the case; and/or
3. a sanction inappropriate for the violation.

A request for an appeal to the CEO (or designee) must be made in writing within 72 hours of receipt of the original written decision. Typically, an appeal decision will be rendered within 10 business days, unless the sanction includes suspension or dismissal. After review, the CEO (or designee) may:

1. affirm the finding(s) of the original hearing authority;
2. reverse the finding(s) of the original hearing authority;
3. alter the sanction(s) of the original hearing authority (and, if altered, sanctions may be made more or less severe); or
4. refer the case to an appeal hearing.

A subsequent appeal, which is permitted only in cases in which suspension or dismissal are assigned, must be submitted in writing to the CEO (or designee) within 48 hours of receipt of the appeal decision. CEO (or designee) may:

1. affirm the finding(s) of the original hearing authority;
2. reverse the finding(s) of the original hearing authority;
3. alter the sanction(s) of the original hearing authority (and, if altered, sanctions may be made more or less severe); or
4. uphold the appeal decision made by the Title IX Coordinator (or designee).

The decision of the CEO (or designee) on all hearing appeals resulting in suspension or dismissal is the final decision for IVY. The decision of the CEO (or designee) on all other appeals is the final decision for IVY.

Conduct Findings

- Found Responsible: The accused student is responsible for a violation of this policy as charged.
- Found Not Responsible: The accused student is not responsible for a violation of this policy.

Conduct Sanctions

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Reasons for Sanctioning

A sanction is a consequence placed upon a student for violating this policy. The purposes of imposing sanctions are twofold: to protect the College community from behavior that is detrimental to its health, safety and educational mission; and to assist students in understanding what it means to be accountable for their actions and/or what the consequences may be for future behavior.

All students who are sanctioned will be treated with fair consideration, and all circumstances involved in an incident will be considered in sanctioning as each individual case is unique. A student charged as an accessory may be subject to the same sanction(s) as the primary violator.

Repeat Violations

IVY employs a progressive discipline system in which succeeding violations entail more serious consequences, including suspension and dismissal from the College.

Sanctions

A student may be sanctioned to one or more of the following depending on the seriousness of the violation. Sanctions are determined by the Title IX Coordinator.

Restriction of activities or privileges: participation in any and/or all organized College activities other than required academic endeavors are restricted for a designated period.

Written warning: official record that a student has been warned about behavior.

Fines: monetary sanctions.

No-contact order: student is prohibited from having any direct or indirect contact or contact via a third-party with a particular person. Violation may result in suspension or dismissal.

Referral: requires the student seek appropriate guidance or resources for his/her success.

Removal of property: required removal of property.

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Restitution: reimbursement by the student to cover the cost of repair or replacement of damaged or misappropriated property.

Conduct probation: period of self-reflection during which a student is on official warning that subsequent violations of college rules, regulations or policies are likely to result in more severe sanctions, including suspension or dismissal from the College. In most cases, when a student is placed on conduct probation, parental notification will be part of the process to discuss a student's success plan.

Conduct suspension: a temporary cancellation of a student's enrollment at IVY with approval from the Title IX Coordinator (or designee). Once assigned this sanction, a student is immediately removed from classes and banned from college property. A student cannot enter College property during his/her term of suspension without prior permission from the Title IX Coordinator (or designee) nor graduate. Any classes taken at another institution while suspended cannot be transferred to IVY.

Campus ban: student is banned from being present on either the entire campus or specified areas of the campus.

Dismissal from the College: a permanent cancellation of a student's enrollment at IVY with approval from the Title IX Coordinator (or designee). Once assigned this sanction, students are immediately removed from classes and banned from college property. A student cannot enter College property once dismissed without prior permission from the Title IX Coordinator (or designee) nor re-enroll or graduate from IVY.

Retaining Records

See records retention schedule.

Release of Records

External release of records will occur in accordance with federal law.

DEFINITIONS

Prohibited conduct: Prohibited conduct is defined as the following:

A. As provided in the Title IX Regulations, the following is defined as sexual harassment under Title IX and prohibited under this policy:

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a. Sexual Assault: Any sexual act directed against another person, without the Consent of the Complainant including instances where the Complainant is incapable of giving Consent.

1. Rape— Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

2. Sodomy—Oral or anal sexual intercourse with another person, without the Consent of the victim, including instances where the victim is incapable of giving Consent because of age or because of temporary or permanent mental or physical incapacity.

3. Sexual Assault with An Object—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the Consent of the victim, including instances where the victim is incapable of giving Consent because of age or because of temporary or permanent mental or physical incapacity. An “object” or “instrument” is anything used by the offender other than the offender’s genitalia, e.g., a finger, bottle, handgun, stick.

4. 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 age or because of temporary or permanent mental or physical incapacity.

b. Sexual Assault: Nonforcible sexual intercourse

1. Incest—Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

2. Statutory Rape—Nonforcible sexual intercourse with a person who is under the statutory age of consent.

c. Quid Pro Quo Sexual Harassment as Defined in Title IX Regulations (“Title IX Quid Pro Quo Sexual Harassment”): An employee of the College conditioning the provision of aid, benefit, or service on another individual’s participation in unwelcome sexual conduct.

d. Hostile Environment Sexual Harassment as Defined in Title IX Regulation (“Title IX Hostile Environment Sexual Harassment”): Unwelcome conduct based on sex that would be determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College’s education program or activity.

e. Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Complainant. The existence of such a

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relationship shall be determined based on the Complainant'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. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

f. Domestic Violence: Violence committed by a current or former spouse or intimate partner of the Complainant; a person with whom the Complainant shares a child in common; a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner; a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Virginia; by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of Virginia. To categorize an incident as Domestic Violence, the relationship between the Respondent and the Complainant must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.

g. Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress. Stalking may include the concept of "cyber-stalking," a particular form of stalking in which a person uses electronic media, such as the internet, social networks, blogs, cell phones, texts, or other similar devices to pursue, harass, or to make unwelcome contact with another person in an unsolicited fashion. When allegations of stalking are unrelated to sex and/or gender-based harassment, cases may be referred to the appropriate office and governed by either the Code of Student Conduct or the Staff and Faculty Handbook.

b. Sexual Exploitation: Purposely or knowingly doing one or more of the following without Consent:

- Taking sexual advantage of another person.
- Taking advantage of another's sexuality.
- Exceeding the boundaries of consensual Sexual Contact without the knowledge of the other individual.

Sexual Exploitation may be committed for any purpose, including sexual arousal or gratification, financial gain, or other personal benefit.

Examples include, but are not limited to, purposefully or knowingly:

- Causing the incapacitation of another person through alcohol and/or drugs (or any other means) for the purpose of compromising that person's ability to give Affirmative Consent to sexual activity;

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- Allowing third parties to observe private sexual activity from a hidden location (e.g., closet) or through electronic means (e.g., Skype or livestreaming of images) without consent of all parties;
- Engaging in voyeurism (e.g., watching private sexual activity without the consent of the participants or viewing another person's intimate parts (including genitalia, groin, breasts or buttocks) in a place where that person would have a reasonable expectation of privacy);
- Recording or photographing private sexual activity and/or a person's intimate parts (including genitalia, groin, breasts or buttocks) without consent;
- Disseminating or posting images of private sexual activity and/or a person's intimate parts (including genitalia, groin, breasts or buttocks) without consent;
- Maliciously threatening to disclose or disclosing an individual's Sexual Orientation, Gender Identity, or Gender Expression;
- Prostituting another person;
- Possessing, creating, or distributing child pornography;
- Exposing another person to a sexually transmitted infection or virus without the other's knowledge; or
- Failing to use contraception, or deliberately removing or compromising contraception without the other party's knowledge.

c. Complicity: Complicity is any act taken with the purpose of aiding, facilitating, promoting, or encouraging the commission of an act of prohibited conduct under this Policy by another person. Examples of complicity include, but are not limited to, restraining another individual during a sexual assault, encouraging someone to commit dating violence or sexual assault, or intentionally not intervening for the purpose of facilitating another person committing prohibited conduct

C. Retaliation: No person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or this policy, or because the individual has made a report or complaint, testified, assisted, participated, or refused to participate in any manner in an investigation, proceeding, or hearing under Title IX or this policy.

Consent: Consent means affirmative agreement to engage in conduct. To be affirmative, the agreement must be demonstrated through clear words or actions and must be informed and voluntary. A person who wants to engage in a specific sexual activity is responsible for obtaining

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Consent for that activity. Lack of protest does not constitute Consent. Lack of resistance does not constitute Consent. Silence and/or passivity also do not constitute Consent.

Consent to one form of sexual activity does not, by itself, constitute Consent to another form of sexual activity. Consent to sexual activity on a prior occasion does not, by itself, constitute Consent to future sexual activity. In cases of prior relationships, the manner and nature of prior communications between the parties and the context of the relationship may have a bearing on the presence of Consent.

Consent may be withdrawn at any time. An individual who seeks to withdraw Consent must communicate, through clear words or actions, a decision to cease the sexual activity. Once Consent is withdrawn, the sexual activity must cease immediately.

Consent cannot be obtained through physical violence, threats, intimidation, or coercion.

a) Physical violence means that a person is exerting control over another person through the use of physical force. Examples of physical violence include hitting, punching, slapping, kicking, restraining, choking, and brandishing or using any weapon.

b) Threats are words or actions that would compel a reasonable person to engage in unwanted sexual activity. Examples include threats to harm a person physically, to reveal private information, to harm a person's reputation, or to cause a person academic or economic harm.

c) Intimidation is an implied threat that menaces or causes reasonable fear in another person. A person's size, alone, does not constitute intimidation; however, a person's size may be used in a way that constitutes intimidation (e.g., blocking access to an exit).

d) Coercion is the use of an unreasonable amount of pressure to gain sexual access. Coercion is more than an effort to persuade, entice, or attract another person to engage in sexual activity. When a person makes clear a decision not to participate in a particular activity, a decision to stop a particular activity, or a decision not to go beyond a certain activity, continued pressure can be coercive. In evaluating whether coercion was used, the College will consider: (i) the frequency of the application of the pressure, (ii) the intensity of the pressure, (iii) the degree of isolation of the person being pressured, and (iv) the duration of the pressure.

Consent also cannot be obtained by taking advantage of the Incapacitation of another, where the person initiating sexual activity knew or reasonably should have known that the other person was Incapacitated. In evaluating Consent in cases of alleged Incapacitation, the College asks two questions: (1) Did the person initiating sexual activity know that the other party was Incapacitated? And if not, (2) Would a sober, reasonable, lay (i.e., non-medical professional) person in the same situation have known that the other party was Incapacitated? If the answer to either of these questions is "YES," Consent was absent.

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Incapacitation: Incapacitation means that a person lacks the ability to make informed, rational judgments about whether or not to engage in an activity. A person may be Incapacitated as a result of the consumption of alcohol and/or other drugs, mental or physical helplessness, sleep, unconsciousness, lack of awareness that an activity is taking place or due to a temporary or permanent physical or mental health condition. Incapacitation as a result of consumption of alcohol and/or drugs is a state beyond drunkenness or intoxication. A person is not necessarily Incapacitated merely as a result of drinking or using drugs.

Evaluating Incapacitation requires an assessment of an individual's abilities to:

- Communicate a choice
- Understand relevant information
- Reason about choices; and/or
- Appreciate the consequences of a situation.

Potential indicators of Incapacitation include (1) an inability to understand or answer questions such as: "Do you know where you are?" "Do you know how you got here?" "Do you know what is happening?" "Do you know whom you are with?"; (2) slurred or incomprehensible speech; (3) unsteady gait; (4) combativeness; (5) emotional volatility; (6) vomiting, or (7) incontinence.

Title IX Coordinator: The Title IX Coordinator is the College employee responsible for coordinating the College's compliance with and enforcement of Title IX and this policy.

Complainant: An individual who is alleged to be the victim of prohibited conduct.

Respondent: An individual who has been reported to be the perpetrator of conduct that could constitute prohibited conduct.

Confidential Employee: Faculty member or formal Academic Advisor

Non-Confidential Employee: Any employee who is not a Confidential Employee. This includes students who are serving as Graduate Teaching Assistants, and all other student-employees, when disclosures are made to any of them in their capacities as employees.

Formal Complaint (Grievance): A document or electronic submission (e.g., email, or online form) filed by a Complainant or the Title IX Coordinator with the Title IX Coordinator alleging prohibited conduct against a Respondent and requesting that the College investigate the allegation of prohibited conduct. A Formal Complaint filed by a Complainant must contain a physical or digital signature or otherwise indicate that the complainant is the person filing the Formal Complaint.

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Supportive Measures: Non-disciplinary, non-punitive individualized services offered as appropriate and as reasonably available without fee or charge to a Complainant or Respondent that (1) restore or preserve equal access to the College employment or education programs and activities, without unreasonably burdening the other party, (2) protect the safety of the parties or the College community, or (3) deter prohibited conduct.

The College is required by the Title IX Regulations to use these definitions for sexual harassment under Title IX.

Ivy College is committed to providing students and employees with an environment free of harassment in any form. Any act of harassment (i.e., physical, psychological, verbal or sexual) that threatens a person or persons is considered a serious offense and will not be tolerated or condoned. Any person or group who commits acts of harassment based upon race, ethnicity, gender or disability on or off campus will be subject to disciplinary action, which could result in dismissal from the College. Behavior that constitutes sexual harassment, which is a form of sexual discrimination prohibited by Title IX of the Education Amendments of 1972 and Title VII of the 1964 Civil Rights Act, includes but is not limited to unwanted sexual attention, requests for sexual favors and/or other verbal or physical contact of a sexual nature which negatively affects another person. Reporting Procedure

Any student who believes that he/she has been the subject of harassment in any form should report the incident immediately to the Office of Student Affairs. The student will be given the opportunity to express his/her concerns and will then be apprised of the recourse available to him/her under school policy and local and state statutes.

Penalty

Any student of Ivy College, who engages in the aforementioned behavior(s), is subject to disciplinary action, which may result in community service or possible dismissal. Since the College takes such charges seriously, where the results of an investigation reveal a complaint of harassment/sexual harassment to be frivolous or groundless, the individual having made such a complaint may be subject to the same disciplinary action.

13. RACIAL HARASSMENT

The Ivy College is committed to principles that enable educational and professional enhancement of all ethnic and racial groups. The College seeks to emphasize the importance of community awareness and appreciation of diverse cultures within the United States of America and the world.

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The present and future course of the Ivy College are designed to eliminate all policies and practices that work to the disadvantage of individuals on the basis of race, and to work diligently to eliminate all forms of discrimination including institutional and personal patterns that directly and in-directly feed the destructive forces of racism.

The Ivy College is therefore committed to consistent efforts toward maintaining a Christ centered community free of all forms of racial harassment and has adopted a racial harassment policy as a basis for community guidance, education, and complaint resolution.

Racist and discriminatory conduct means verbal or physical behavior that explicitly demeans the race, color, ethnic ancestry, or national origin of an individual or individuals, and: (1) has the purpose or effect of interfering with the education, the College related work, or other institutionally authorized activity of a student, employee, official, or guest; or (2) creates an intimidating, hostile, or demeaning environment for learning, working, or other activity authorized by this College.

Some cases of racist and discriminatory behaviors by a student, employee, official, or guest include: (1) Physical contact or attacks for racist and discriminatory reasons. (2) Intimidation through the threat of force or violence. (3) Verbal assaults based on ethnicity that demean the color, culture or history of any person and perpetuate stereotypical beliefs about and attitudes toward minority groups. Such behaviors may include name calling, racial slurs, slang references, and jokes. (4) Non-verbal behavior that demeans the color, culture, or history of any person, and perpetuates stereotypical beliefs about and attitudes toward minority groups. Such behavior may include name gestures, portrayals, graffiti, or acts of exclusion.

In any case of racist behavior, the offended person must report the incident immediately to the Academic Dean.

14. HARASSMENT GUIDELINES

Questions, assistance, or violations related to this policy should be directed to Office of the IC, 1980 Gallows Rd. Vienna, VA. 22182. (703) 425-4144.

- 1) If you believe that you have been harassed by a staff member or faculty member you should take one or more of the following actions: (a) discuss the matter with the faculty or staff member involved, explaining why a particular comment or action was offensive. (b) Discuss the matter with the immediate supervisor of the faculty or staff member, giving an account of the comment or action in question.

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- 2) If you believe that you have been harassed by a student, you should take one or more of the following actions: (a) Discuss the matter with the accused, explaining why a particular comment or action was offensive. (b) Bring a charge of harassment to the Office of IC.
- 3) If a student employee believes that he or she has been a victim of harassment, he or she should take one or more of the following actions: (a) Discuss the matter with the accused, explaining why a particular comment or action was offensive. (b) Discuss the matter with the immediate supervisor of the accused, giving an account of the comment or action in question. (c) Contact the office of IC for student. (d) Regardless of who the alleged harasser is, you may discuss the matter with the Ombudsman, the director of the Advisor. You will be advised of proper College procedures that can be pursued.
- 4) All complaints will be held in strict confidence and advising will be provided if requested. However, although you may wish not to be identified, the College has an obligation to intervene in the matter if sexual harassment has occurred. Remember, you may not be the only victim.
- 5) A student also has the option of filing a formal charge of harassment with the U.S. Department of Education. Its address and telephone number are available from the Office of IC, 1980 Gallows Rd. Vienna, VA. 22182. (703) 425-4144

15. ACADEMIC FREEDOM

In institution of higher education, like Ivy College, the principle of Academic Freedom is essential (distinctive) to the search for truth and its exposition. Freedom in research is fundamental to the advancement of knowledge and the right to Academic Freedom in its teaching aspect is fundamental for the protection of the rights of the faculty and of the students in the educational process.

These concepts of Academic Freedom are promoted at Ivy College, and they are elaborated as follows:

- The faculty, staff and students of IC are entitled to full freedom in research and in publication of the results, subject to the adequate performance of Faculty's other academic duties. The faculty member may take on additional employment, including research for pecuniary return, without the approval of the College's officer or President of the College, provided it does not interfere with his/her duties at the College. The faculty and the students of IC of IC are entitled to freedom in the classroom to discuss their subject but should exercise this freedom in a responsible manner.

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- The faculty, staff and the students of IC may exercise their rights as citizens when speaking or writing as citizens and should be free from institutional censorship or discipline, but the faculty members' special position in the community imposes special obligations. As a member of the teaching profession, and as a representative of an educational institution, the faculty member should remember that the public may judge his/her profession and his/her institution by his/her utterances.
- Hence, the faculty member, staff and students should at all times be accurate; should exercise appropriate restraint; should show respect for the opinion of others; and should make every effort to indicate that he/she is not speaking for the IC. Any faculty member and students who believes that his/her rights have been abridged or ignored by an administrative officer or employees of Ivy College and who is unable to obtain redress which is satisfactory to the faculty member within his/her own department, shall have the right to appeal to the President of the College.

16. NONDISCRIMINATION ON THE BASIS OF DISABILITY

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 prohibit discrimination on the basis of a disability and provide for equal access to employment opportunities, admissions, educational programs and all other College sponsored programs and services. The Ivy College is committed to achieving equal educational and employment opportunity and full participation for persons with disabilities. It is the College's policy that no qualified person shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination with regard to the programs, activities, or services provided by the College.

Student requests for accommodations are handled by the Office of Disability Services. A student is responsible for informing the Office of Disability Services of the need for accommodation. The student is also responsible for documenting the disability and for cooperating with the College in attempting to identify effective and reasonable accommodations.

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ATTENDANCE POLICY OF STUDENT

Most classes meet for four hours, once a week for ten weeks with a final examination during the 10th week of each quarter. Instructors are required to take attendance for each class session on Populi. Three marks of early departure (15-minute-early departure) or tardiness (15-minute-arrival) count as one absence. Students are marked absence when arriving 30 minutes late or leaving 30 minutes early. The students are required to meet at least 80% of the total attendance a quarter. If the students fail to meet the minimum attendance requirement, they automatically fail the course.

ESL Program students are required to meet at least 80% (180 clock hours) of the total attendance a quarter (225 hours). Only students who satisfy this requirement will be given a program completion certificate. Failing to keep good attendance will result in termination for international students, which means they will lose their status in the U.S. For more information, please see the requirements of our Satisfactory Academic Progress policy.

Students who are absent for 14 or more consecutive days and do not contact the Academic Dean as to their expected return date may be withdrawn.

Absences or tardiness may be excused only when a proper official document is provided to the Registrar that explains the students were under special circumstances (i.e. an emergency room visit, a court order, etc.) A make-up quiz or exam can be given to a student who had an excused absence on the testing day at the discretion of the instructor.

1. CLASS ATTENDANCE:

Regular and punctual attendance in classes is expected of all students at IC. Each faculty member is to state in writing to all students in a class the attendance policy for that class. The faculty member is the judge of whether the student has met the stated attendance requirements of the course. Class attendance is considered essential to the educational process. The IC subscribes to the philosophy that academic success is directly proportional to class attendance.

It is important that students regularly and punctually attend all class sessions. Attendance will be recorded from the first day the class meets through the final exam.

- 1) The professor must receive the names of students from the office of IC.
- 2) The professor must call attendance from those who have registered for every class.
- 3) The professor must verify the student through their ID and attendance record the first day.
- 4) The professor must announce the class policy to their students for the attendance of class.

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5) The professor will report to the school office on those students who have missed two or more classes.

Recognizing that situations may arise to prevent a student from attending a class, the IC will accommodate occasional absences but recommends that students who attend less than 80% of the scheduled class meetings submit a withdrawal request to the IC Office according to the Withdrawal Procedures described in the IC Catalog and Faculty Handbook.

Regular attendance and participation in schooling is an important factor in educational and life success. Students who are regular non-attendeers are at risk of alienation from education that can lead to decreased options for future pathways.

All absences are unexcused except those caused by illness of the student, quarantine, death in the immediate family, recovery from an accident, required court attendance, educational tours and trips, and certain religious holidays. If a student is absent from school, his/her family should call the school office at (703) 425-4144, report the absence. It does not alleviate your responsibility to provide a written excuse, as directed in this policy. A student shall not be absent from school or from any other required school hours except for illness or other providential cause, unless with written permission of the teacher, or other duly authorized school official.

2. ILLEGAL EXCUSE:

A student, who is absent from school without legal excuse, will be marked as being unexcused for the period of each absence. Students will be notified of their responsibility for their unexcused absences by the proper school authority; (a) the office of IC will also send a notice by mail to the students who have accumulated three absences from the class of school, informing them of the attendance policy and inviting them to contact the IC Office to discuss the matter. (b) An unexcused absence occurs when the student does not provide, within two (2) days after an absence, an explanatory note signed by the student or visitation by a physician, which satisfies the criteria for excused absence. After three (3) days unexcused absences from school or the class, an official notice of unexcused absence will be sent to the student. The notice will list the dates of unexcused absences and notify students that any further illegal absence constitutes a summary offense under the School Code.

3. EXCUSED ABSENCE:

Excused absences may be granted for: illness, quarantine, death in the immediate family, impassable roads, school-sanctioned educational trips, family trips, religious holidays, and exceptionally urgent reasons which affect the student and which do not include work at home. Absences for other reasons will be considered unexcused. For an absence to be excused, the student

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must send a note to the office of IC within two (2) days after each absence or the day of absence. Instructor (Professor) s may advise any student with excessive absences to withdraw from the course involved to protect the academic standing of the student. It is the student's responsibility to monitor absences and to comply with the instructor's syllabus concerning make up work. Failure to complete make up assignments or to withdraw when it is clear that the student cannot achieve an acceptable grade in the class may result in a low grade, including possibly an F based on grade performance in the course. Grades will not be raised or lowered based directly on attendance.

4. EARLY EXCUSE:

Students are not permitted to leave the school campus at any time during the school day without permission from the principal or Academic Dean. If student wish to be excused early during the school day, student must present a note to the Academic Dean of IC. The note should indict (1) the date and time of dismissal; (2) appropriate reason of absence; (3) signature of the student.

The secretary of IC will issue an "early dismissal" slip to the student, which student must present to the teacher (for his/her signature) at the time of departure of the student. If student return to IC on the same day, student are to report to the office or Academic Dean before going to class.

5. APPEALS PROCESS:

If a student disagrees with the assignment of an unexcused absence, a tardy or denial of permission to make up missed work, an appeal may be made to the appropriate chief instructional officer or his designee. The appeal must be submitted in writing within one week of the incident.

6. ASSIGNMENTS:

Students are expected to spend two-three hours outside of class reading and/or studying the material or working problems for every hour spent in class. Students are required to read the chapters listed on the Assignment Outline. Lectures and class discussion will follow and supplement the text. Students should read the assignments before class, take notes during class, and follow up by reviewing and/or working related problems immediately after class. Many classes meet every other day and some students make the mistake of thinking that they should study for that class every other day. Best results are realized when students study each class every day.

The student alone assumes responsibility for all absences. A student who presents the instructor with an adequate and documented reason for an absence normally will be given an opportunity to make up the work missed. The responsibility for initiating the request to make up class work missed is vested in the student.

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EMERGENCY AND CRISIS PROCEDURES

IC posted emergency map and emergency instructions each classroom and each floor.

In case of Fire, Bomb Threats, all students and faculty must get out of the building. Detail emergency procedure is noticed at Student Orientation.

Ivy College is concerned about the health, safety, and well-being of all students, faculty members, and staff. Administration office and AD Faculty office provide First aid. Emergency procedure instructions are available at all locations where classes are taught. The College also provides insurance through insurance company that covers liability throughout the facilities for bodily injury and property loss related to classroom activities. Student health insurance would be helpful for many, and IC has made plans to help uninsured student's secure basic insurance.

1. EMERGENCY OF BOMB THREATS

In the interest of protecting students, faculty, administrators, and staff the following procedures shall be followed for all telephone or written bomb threats:

- 1) The individual receiving the call shall record in writing as much of the substance of the call as possible, noting the times of the call and the stated time and location at which a bomb is set to detonate. The called should be encouraged to give as much information as possible. An effort should be to keep the caller on the line. If a second employee is available an immediate call should be made to 911 Emergency Telephone Number or to the Police department. If a written threat is received, steps 2 through 4 below shall be followed.
- 2) The office of the President shall be notified immediately of the bomb threat. If the President is not available, the next ranking administrator shall be notified, i.e., the Academic Dean, the Administrative Dean. The Director of Administration shall also be notified as soon as possible.
- 3) The ranking administrator shall:
 - a. Notify the Police Department; if that notification was not made while the bomb threat call was in progress

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- b. Send messengers to all buildings on the College, notifying students, staff and visitors to evacuate IC Building for a period of not more than 90 minutes, unless otherwise notified
 - c. Contact maintenance personnel to unlock all doors on campus to permit a search by, police and College personnel
 - d. Direct a search of buildings to visually identify any suspicious packages, boxes or equipment not normally observed to college operations
 - e. Cooperate with authorities in the search process and report to the police without disturbing any suspicious objects identified in the search
 - f. Observe that all students and staff, except those involved in search procedures, remain out of the buildings and away from any areas considered dangerous. The central quad area shall be vacated during and bomb threat episode
- 4) At the conclusion of the search the ranking administrator shall confer with the ranking police officer present and make a determination whether to authorize reoccupation of building areas. If a determination is made not to reoccupy, students, faculty, administrators and staff shall be notified to leave the College for the remainder of the day. If a determination is made to reoccupy, the normal activities scheduled at the time of reoccupation shall continue for the remainder of the normal school or workday.
- 5) The administrator listed in #2 above will be responsible for maintaining a list of volunteer employees within his area of responsibility to participate in the search activities. Only employees who have volunteered for searches required under this regulation shall remain in the buildings during the period required for search purposes

2. OTHER EMERGENCY OR VIOLENCE

1) TRESPASS

- a. Any individual refusing to leave an area as directed by an authorized faculty or staff member is responsible of trespass.
- b. Any individual refusing to leave a residence hall room as directed by the occupant(s) of that room is responsible of trespass.
- c. Any unauthorized individual entering or attempting to enter College property which has been closed, locked and/or posted shall be responsible of trespass.

2) UNAUTHORIZED USE OF COLLEGE PROPERTY OR DOCUMENTS

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No student shall use, possess, or sell any parking decal, IC Access Key, keys or official College documents issued by the College to another individual. Specifically, this prohibits the following infractions:

- a. Use, possess, lend, or sell a parking decal which was not specifically issued to and paid for by the student holding the decal.
- b. Use, possess, lend, or sell an IC Access Key to obtain entry or services to which the individual is not entitled.
- c. Use, possess, lend, or sell any College keys not specifically issued to the student.
- d. Use of official documents or identifying information by a student not authorized to do so.

3) VIOLENCE TO PERSONS AND WEAPONS

“Be ye therefore followers of God, as dear children; And walk in love, as Christ also hath loved us, and hath given himself for us an offering and a sacrifice to God for a sweet-smelling savor” (Ephe.5: 1-2).

- a. No student shall engage or attempt to engage in any form of violence directed toward another person or group of people.
- b. No student shall keep, use, possess, display or carry any rifle, shotgun, handgun, knife, other edged weapons, or other lethal or dangerous instruments capable of maiming and/or casting a projectile by air, gas, explosion or mechanical means on any property or in any building owned or operated by the College or in any vehicle on campus.
- c. Realistic facsimiles of weapons are also specifically not allowed.
- d. Rifles, shotguns and bows which are to be used for hunting may be registered and stored one week before and during the appropriate hunting season at the police station.
- e. Weapons used for hunting must be checked and removed from campus at the end of the appropriate hunting season.

4) WORKPLACE VIOLENCE POLICY

The Ivy College is committed to maintaining an environment for its students and employees, who is free from violence, threats of violence, aggression, intimidation, harassment and sexual harassment of any sort from other students and employees, as well as outside parties, including visitors to the College, vendors and those having no legitimate purpose to be on the College’s campus.

To ensure a safe environment for employees and students, Ivy College prohibits the wearing, transporting, storage or presence of firearms or other dangerous weapons in its facilities or on its

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property. Any employee or student in possession of a firearm or other weapon within IC facilities/ property or while otherwise fulfilling job responsibilities may face disciplinary action, including termination. To the extent allowed by law, Ivy College prohibits persons from carrying weapons in any of its facilities or on its property. This policy does not apply to any law enforcement personnel engaged in official duties.

Any acts of workplace violence will not be tolerated, and all reports of such incidents will be taken seriously and dealt with appropriately. Individuals who commit such acts may be removed from the premises and subject to disciplinary action, criminal penalties, or both.

All members of the campus community are encouraged to report conflicts that compromise the health and effectiveness of individual employees and their worksites before they become major problems.

3. EMERGENCY AND NON-EMERGENCY PROCEDURES

1) EMERGENCY PROCEDURES

Call Public Safety at 911 or local police station.

Immediate Physical Danger - (1) Get out of the area and away from the immediate threat. (2) Call Public Safety immediately after you are in a safe place

Violence Committed - Call Public Safety immediately if a person commits an act of violence against you or another person.

Intimidating Situation - Call Public Safety if a person has communicated a direct or indirect threat of physical or mental harm against you in any form (i.e., oral or written statements, gestures, expressions). Call Public Safety immediately from a location away from the person who is causing the intimidation. Be prepared to give the dispatcher all the facts and remain on the line until the officers arrive.

2) NON-EMERGENCY PROCEDURES

If you are not in immediate physical danger, but you have experienced or witnessed harassment (also see separate Sexual Harassment policy and procedures) or intimidation:

a. Report instances of intimidation or concerns about workplace violence to your direct supervisor. Determine with your supervisor if the issue can be resolved at this level. If your direct supervisor is the person with whom you are experiencing the conflict, report the incident to that person's direct supervisor. If that person is also involved in the conflict, you may report the concern to the IC Investigation Officer (IO).

b. If the conflict cannot be resolved with your direct supervisor, file a formal written complaint with the IC Investigation Officer (appointed by the President). The complaint should

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describe the alleged violation, the person(s) against whom the complaint is being filed, and dates of the action(s) as well as the remedy or relief sought.

c. Upon receipt of the written complaint, the IO will review and discuss the complaint with all parties directly involved. On the basis of the written complaint and discussion(s) the IO will determine what further investigative action is required.

d. After the initial discussion(s) with the complainant, the WVIO will conduct further investigation as deemed appropriate. Such investigation may include, but is not limited to:

- a) Interviewing the party(is) alleged to have committed the act;
- b) Interviewing witnesses identified by the complaining or accused party.
- c) Reviewing documents relevant to the complaint.

e. As a result of the above initial steps, resolution with the parties will be explored. If resolution is not achieved, the IO will determine the appropriate actions to be taken.

f. The IO shall prepare a confidential report with regard to the investigation. The report shall state whether or not the IO believes a violation of the College's Workplace Violence policy has occurred and whether or not resolution has been achieved. The IO's report shall be completed within 30 days of receipt of any complaint(s); however, such time may be extended for an additional 30 days if necessary.

g. If resolution is not achieved, the person accused of workplace violence may be subject to disciplinary action up to and including termination of employment.

h. Either party may appeal, in writing, the decision of the IO by filing an appeal with the President within five calendar days of receipt of the decision. The President shall respond within 30 calendar days of receipt of the appeal.

i. All reports of concerns made under this policy are confidential. The confidential records will be kept in the office of the IO. Supervisors, the IO and other necessary administrators are directed to limit disclosure of information to only those persons who, in their discretion, are required to be made aware of a complaint made under this policy. Investigations under this policy are to be made with the least amount of disclosure needed to effectively carry out the investigation. Further, the final report of the IO and all discussions concerning a resolution of a complaint will be kept confidential and released to only those persons who are required to have knowledge. Those making a report of misconduct under this Policy, those interviewed in an investigation under this Policy and those who are the subject of a report under this Policy are requested to limit their disclosure of information to their supervisor, the IO, and/or other necessary persons.

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COLLEGE AND STUDENT RIGHTS

As students transition into the world of higher education, you are presented with many challenges. Issues of freedom, choice, rights, and responsibilities are paramount during this stage. Because of this and current national events, increasing attention has been devoted to clarifying the role and duties of an institution of higher education regarding its students.

While Ivy College strives to offer an excellent educational experience to our students, everyone needs to be very aware of the limitations the law and reality impose on the manner in which we operate as an institution of higher education. We have become even more mindful of the need to clearly define our obligations regarding the scope of care we are able to deliver within this environment while respecting and protecting your rights and responsibilities to manage your own affairs.

Because Ivy College is an institution of higher education, you should know that it is not subject to all of the laws and regulations that apply to students in elementary, middle and high schools. For example, those schools are generally responsible for the welfare of the students entrusted to their care and are typically obligated to provide services and plans that address their students' medical needs.

That matrix of rights and responsibilities does not exist in a College, where the students are considered adults with their own rights of privacy and autonomy, are legally responsible for their own actions, and where individuality and differences are respected and encouraged. The principles of "in loco parentis" (in the place of the parents") do not apply in the College environment and IC does not assume parental responsibilities, rights or control over its students. Instead, the obligations IC honors are those that apply to adults in general and those that are otherwise required by law.

This difference between high school and college is easy to see in many respects. Universities are not generally obligated to provide medical care or medical assistance to students with specific medical conditions, although such services may be offered. Universities are not obligated to create an Individual Education Plan for students with learning disabilities, and there are no statutorily created appellate rights by which to challenge whether an education is 'appropriate'. Parents no longer have the same right to access the educational or medical records of their children. Students have academic advisors, each degree program has its own requirements, and reasonable accommodations are made as required by law; but it is each student's individual responsibility to exercise his or her own initiative to meet with the advisor, choose the courses, request accommodations, seek needed academic services, and satisfy the degree requirements.

The medical information the student shares with his or her health care provider is confidential and protected by federal and state privacy laws. With limited exceptions, such information is not generally known to the College. Other federal privacy laws, such as the Family Education Rights

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and Privacy Act, may also restrict the College from sharing information about a student with parents, spouses or significant others. Students can grant others access to that information by signing the appropriate form.

In higher education, students are treated as adults. At IC, vast opportunities and great challenges await our students. The life of our students takes place in a fast-paced and rigorous academic environment, and students are expected to balance the many academic, employment, cultural and social opportunities available to them to get the most out of their college experience. We are delighted that you are interested in coming to IC and want you to succeed in accomplishing your goals as an IC student. Your success will depend upon how well you assume your responsibility to get the most out of your higher education experience.

1. COLLEGE RIGHTS AND RESPONSIBILITIES

- 1) The College has the right and an obligation to provide an open forum to present and debate public issues.
- 2) The College has the right to prohibit individuals and groups who are not members of the College community from using its name, finances, and physical operating facilities for commercial or political activities.
- 3) The College has the right to prohibit students from using its name, finances, and physical and operating facilities for commercial activities.
- 4) The College has the right and obligation to provide students with the use of meeting rooms under the rules of the campus, including the use of space for political purposes such as political clubs; to prohibit the use of its rooms by individual members or groups of members on a regular or a prolonged basis as free headquarters for political campaigns; and to prohibit the use of its name, finances, and office equipment and supplies for any political purpose at any time.
- 5) The College has neither the right nor the obligation to take a position in party politics and public issues, except on those issues which directly affect its autonomy, academic functions, financial support and the freedom of its members.
- 6) The College has the right and obligation to protect students and their visitors from physical harm, threats of harm or abuse; its property from damage and unauthorized use; and its academic and administrative processes from interruption.

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- 7) The College has a right to require students to identify themselves by name and address. Additionally, visitors to the campus may be required to state what connection, if any, they have with the College.
- 8) The College has the right to set reasonable standards of conduct to safeguard the educational process and provide for the safety of students and protection of college property.

2. STUDENT RIGHTS AND RESPONSIBILITIES

Members of the IC community are entitled to the following privileges:

Freedom from harassment

All members of the IC community may pursue their educational opportunities free from harassment, including physical abuse, threats or intimidation. IC College provides equal educational opportunities to its students without regard to race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, age, disability or veteran status. The College prohibits discrimination on any of these bases and will take steps necessary to remedy any instances of such discrimination.

Freedom of speech and action

Rice students may express their beliefs, feelings and opinions so long as the manner of expression does not violate another community member's rights. Specific examples of such violations include, but are not limited to, disrupting College functions and impeding access to any part of the campus and violations of the Code of Student Conduct. The College reserves the right to impose "reasonable regulations" as to the time and place for some activities and, in certain circumstances, to require written permission before they may be undertaken.

Within these limits, members of the Rice community may engage in such specific activities as demonstrating, picketing and other public expressions of beliefs, feelings or opinions, as well as other activities which are not specified here, but which are consistent with their obligations and responsibilities to their fellow community members.

Responsibilities

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All members of the IC community are subject to local, state and federal laws. Specific College rules governing student life are given elsewhere in this handbook. Additionally, members of the IC community have the following general responsibilities:

- To refrain from deliberately violating the privileges of any other member, and to consider all actions carefully to ensure that they do not unintentionally violate others' privileges. All members of the IC community are responsible for their own actions. Participation in a group, the influence of alcohol or drugs or "acting without thinking" does not diminish this responsibility.
- To remind others of their responsibility for their actions and to counsel and educate other members of the community whose conduct violates the privileges of others, whether deliberately or inadvertently.
- When necessary, to report to the proper authorities any non-academic conduct that violates the privileges of others. "Necessary" in this instance includes situations which are severe (such as physical assault), situations in which negotiation has failed and the violations continue, or any case in which the public discussion or law has been broken. Organizations and individuals who might be contacted in these circumstances include:
 - College officers
 - Academic Dean
 - Various other groups trained to deal with victims' rights, as appropriate

3. RIGHTS IN VIOLATION PROCEDURES

- 1) All students have the right to fair and equitable procedures which shall determine the validity of charges that they have violated College regulations.
- 2) Students have a right to expect that the procedures shall be structured to facilitate a reliable determination of the truth or falseness of the charges, provide a fundamental fairness to the parties and be effective as an instrument for the maintenance of order.
- 3) Students have the right to know in advance the range of sanctions for violations of college policies. The definition of adequate cause for separation from the College should be clearly formulated and made public.

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- 4) Students charged or convicted of violations of a general law may be subject to College sanctions for the same conduct, in accordance with college policies and procedures, when the conduct is in violation of a college rule.
- 5) Ivy College does not represent accusing faculty or staff members or students but provides a process for fact finding and fair decision making.
- 6) Ivy College reserves the right to hold students accountable for certain types of off-campus behavior.
- 7) Disciplinary action will result if a student's behavior compromises the educational atmosphere or mission of the institution. Examples of such off-campus behavior would include, but not be limited to, crimes of violence, sexual assault and/or alcohol or drug violations, as determined by the Office of Student Affairs.

4. STUDENT RIGHT TO KNOW ACT

Students have the right to review their own academic records on file on Populi (a web based student management program) or submit a request form to the Registrar to obtain an official record. The students can review their final grade for each quarter on Populi after two weeks from the last of day of each quarter.

IC requires written permission from the family or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Retention of School Records

The permanent records of students at IC shall consist of files in the Academic Office, and the Office of Student Affairs, and placement folder. All information collected on students during

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attendance at the college shall be retained during the time of attendance at IC and for five years thereafter. Students' records are located in a fireproof cabinet in the Office of Registrar, and only the Registrar has access to the cabinet. Student may examine their academic records by contacting the

Registrar to make an appointment.

After five years the IC will maintain only the following: (1) the application for admission; (2) the academic records, including a listing of courses attempted, credits, grades, quality points earned; (3) the transcripts, which will list courses attempted, credits earned, grades, and quality points, date of graduation, degree awarded; (4) the placement file; (5) the student financial account.

5. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act of 1974 establishes the rights of students to inspect and review their education record; provides that personally identifiable information will not, with certain exceptions, be disclosed without the students' permission; provides for guidelines for the correction of inaccurate or misleading data through informal or formal hearings; grants the right to file complaints with the Family Educational Rights and Privacy Act (FERPA) office concerning alleged failures by the institution to comply with the Act; and makes provision for notice to the students concerning their rights.

Educational records that are not governed by the Act and are not accessible to students include:

- 1) Records kept by IC personnel such as faculty, advisors and administrators, which are used only by the maker or his or her substitute and are not available to any other person.
- 2) Law enforcement records which are kept apart from the student are other educational records and are maintained solely for law enforcement purposes. These records are made available for inspection by Public Safety personnel only when acting in the line of duty and only to law enforcement officials of the same jurisdiction. Educational records maintained by the institution may not be disclosed to the personnel of the law enforcement unit
- 3) Employment records for College employees, which are kept solely for business reasons.
- 4) Student records made or maintained by a physician, psychiatrist, psychologist or other recognized professional or para-professional acting in his or her professional or para-professional capacity, and which are made, maintained or used only in connection with the

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provision of treatment to the student and are not available to anyone other than persons providing such treatment, except that such records can be personally reviewed by a physician or other appropriate professional of the student's choice.

▣ Directory Information

The following items are hereby designated as 'Directory Information', and as such may be disclosed or released by the College for any purpose, at its discretion:

a. The student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weights and heights of members of athletic teams, dates of attendance, part time/fulltime enrollment status, degrees and awards received and the most recent previous educational institution attended.

b. Currently enrolled students have the right to withhold the release and disclosure of any or all of these items by giving written notice on the appropriate form to that effect to the dean of enrollment services by the first day of each course or program, as the case may be, for which they enroll. Request for non-disclosure will be effective for only one academic year; therefore, authorization to withhold Directory Information must be filed annually.

6. CRIME AWARENESS AND CAMPUS SECURITY ACT

The Department of Public Safety at IC is a 24-hour law enforcement agency responsible for the safety and security of the IC community. Responsibilities of the department include enforcement of college rules and regulations, village and county ordinances, and state and federal laws. In addition, we provide traffic control, grounds and building patrol, emergency first aid and CPR, jump starts and vehicle key retrieval. Public Safety, by law, is the central repository for all Lost and Found items recovered and stored at the College. If you have found an item, regardless of value, it must be turned over to the Department of Public Safety for safekeeping. If you have lost an item, inquire about it with Public Safety Officers for safety of IC have the same authority as municipal and state officers as well as sheriff's deputies. These duties include the authority to detain people, conduct investigations, gather evidence and make arrests. As such, all crimes and motor vehicle accidents that occur on campus should be immediately reported to the Department of Public Safety.

Crime statistics and information required by the Crime Awareness and Campus Security Act of 1990 are available at the Department of Public Safety which is located in the Public Safety Center. This same information is available at the Information Center, Student and Administration Center.

Emergency call boxes are strategically located throughout campus parking lots. Locations can be identified during hours of darkness by noting the blue lights on parking lot light standards. The

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call boxes are immediately below these blue lights. Pushing the red emergency button puts you in direct contact with the Public Safety dispatcher.

For emergencies, contact Public Safety at (703) 378-7497. For parking permits or nonemergency information call (703) 425-4144. Cellular telephone use (703) 819-0333

ACADEMIC POLICIES

1. ACADEMIC DISHONESTY

1) Academic Misconduct.

Academic misconduct includes other academically dishonest acts such as tampering with grades or taking part in obtaining or distributing any part of an administered or un-administered test. Examples include, but are not limited to:

- a. Stealing, buying, or otherwise obtaining all or part of an administered or un-administered test. Selling or giving away all or part of an administered or un-administered test including questions and/or answers.
- b. Bribing any other person to obtain an administered or un-administered test or any information about the test; Entering a building or office for the purpose of changing a grade in a grade book, on a test, or on other work for which a grade is given.
- c. Changing, altering, or being an accessory to the changing and/or altering of a grade in a grade book, on a test, a “change of grade” form, or other official academic records of the College that relate to grades.
- d. Entering a building or office for the purpose of obtaining an administered or un-administered test.
- e. Any buying or otherwise acquiring any theme report, term paper, essay, computer software, other written work, painting, drawing, sculpture, or other scholastic artwork, and handing it in as your own to fulfill academic requirements.

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f. Any selling, giving, or otherwise supplying to another student for use in fulfilling academic requirements, any theme, report, term paper, essay, computer software, other written work, painting, drawing, sculpture, or other scholastic artwork.

2) Cheating

Cheating is an act or an attempted act of deception by which a student seeks to misrepresent that he or she has mastered information on an academic exercise that he/she has not mastered. Examples include, but are not limited to:

- a. Copying from another student's test paper.
- b. Allowing another student to copy from a test paper.
- c. Unauthorized use of course textbook or other materials, such as a notebook to complete a test or other assignment from the faculty member.
- d. Collaborating on a test, quiz, or other project with any other person(s) without authorization
- e. Using or processing specifically prepared materials during a test such as notes, formula lists, notes written on the students clothing, etc. that are not authorized.
- f. Taking a test for someone else or permitting someone else to take a test for you.

3) Fabrication

Fabrication is the use of invented information or the falsification of research or other findings. Examples include, but are not limited to:

- a. Citation of information not taken from the source indicated. This may include the incorrect documentation of secondary source materials.
- b. Listing sources in a bibliography not used in the academic exercise.
- c. Submission in a paper, thesis, lab report, or other academic exercise of falsified, invented, or fictitious data or evidence, or deliberate and knowing concealment or distortion of the true nature, origin, or function of such data or evidence.
- d. Submitting as your own written work, printing, sculpture, etc. prepared totally or in part by another.

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4) Plagiarism

Plagiarism is the inclusion of someone else's words, ideas, or data as one's own work. When a student submits work for credit that includes the words, ideas, or data of others, the source of that information must be acknowledged through complete, accurate, and specific references, and, if verbatim statements are included, through quotation marks as well. By placing his/her name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgments. Plagiarism covers unpublished as well as published sources. Examples of plagiarism include, but are not limited to:

- a. Quoting another person's actual words, complete sentences or paragraphs, or an entire piece of written work without acknowledgment of the source.
- b. Using another person's ideas, opinions, or theory, even if it is completely paraphrased in one's own words without acknowledgment of the source.
- c. Borrowing facts, statistics, or other illustrative materials that are not clearly common knowledge without acknowledgment of the source.
- d. Copying another student's essay test answers
- e. Copying, or allowing another student to copy, a computer file that contains another student's assignment, and submitting it, in part or in its entirety, as one's own.
- f. Working together on an assignment, sharing the computer files and programs involved, and then submitting individual copies of the assignment as one's own individual work.
- g. Students are urged to consult with individual faculty members, academic departments, or recognized handbooks in their field if in doubt regarding issues of plagiarism.

5) Withdrawal of a Degree

The College reserves the right to withdraw a degree even though it has been granted should there be discovery that the work upon which it was based or the academic records in support of it had been falsified. In such a case the degree will be withdrawn promptly upon discovery of the falsification.

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2. ACADEMIC EVALUATION

Students are evaluated at the end of each term, based on the grades received by the deadline noted on the grade sheets. The rules for determining whether a student is in good academic standing are printed in the College catalog.

Review Committees Listings of IC are generated by the Student Administrative Services Office to show which students are to receive warning letters, to be continued on, placed on, or removed from probation according to the rules governing academic evaluation.

The Ivy College has a committee that reviews these cases, arranges for interviews with students when appropriate, considers petitions for readmission of students who have been dropped, and recommends appropriate action.

3. ACADEMIC STANDING (SAP)

Satisfactory Academic Progress (SAP) ensures that students are progressing through their program of study both academically and in a timely manner. In order to be considered to be making satisfactory progress toward a degree or certificate, a student must both maintain specified cumulative grade point averages and a specified completion rate. To determine satisfactory progress, a student's cumulative grade point average and completion rate will be evaluated at the end of every quarter after grades are posted, approximately 14 days after the end of the quarter. The maximum time frame that a student is allowed to complete a program is 1.5 times the program length.

The minimum cumulative grade point average (CGPA) and completion rate required based on program and quarter progression is as follows:

Program: Degree Programs

Quarter(s)	Minimum Percentage of Cumulative Credit Hours Completed that were attempted	Minimum CGPA
1	60%	1.0
2	60%	1.5
3	60%	1.5

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4 th and beyond	60%	2.0
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Program: English as a Second Language Certificate Program

Quarter(s)	Percentage of Cumulative Clock Hours Completed that were attempted	Minimum CGPA
1	60%	NA*
2	70%	NA*
3 and beyond	80%	NA*

* ESL courses are offered on a Pass/Fail basis.

Students are expected to complete the requirements for their program in the scheduled time frame, but in no case may the credits attempted exceed 1.5 times the credits required to complete the program.

Satisfactory Academic Progress Warning

At the end of each quarter, if the student has not earned the minimum CGPA and/or has earned less than the minimum percentage of cumulative credit hours completed that were attempted as described in the chart above (required to complete the program within 150% of the program length), he or she will be notified and placed on Academic Warning for the remainder of the current quarter (i.e. if you are placed on academic warning for your first quarter's performance, five days after the quarter ends you will be placed on warning for the next quarter, quarter two). If a student fails to achieve satisfactory progress by the end of the quarter in which they are on Academic Warning, the student will be notified and placed on Academic Probation. If the student regains SAP by the end of the quarter, they will be notified and removed from Academic Warning. If the students while on probation fail to regains SAP during the time they were given, they will be withdrawn from the program (unless the student files and is granted an appeal as defined below).

Satisfactory Academic Progress Appeals, Probation, and Academic Plans

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At the end of the probationary quarter, the student's progress will be evaluated based upon the academic plan. If the student is meeting the SAP standards, or he or she has met all of the terms of the academic plan, the student will be eligible to remain in school. In all subsequent quarters the student must again meet the SAP standards or the terms of the academic plan.

If the student fails to meet the terms of the academic plan at the end of the probationary quarter (a maximum of 3 quarters), the student will be terminated. Appeals in this situation will only be granted at the discretion of the Academic Dean and based upon very exceptional circumstances. These might include the death of a relative, an illness of or injury to the student or other extraordinary situations. The student's appeal must be received within 10 days from the notice was written to be eligible to continue in the quarter.

The appeal must contain, 1) an explanation of why the student failed to meet the SAP standards; and 2) a description of what has changed in the student's situation that will enable him or her to again meet the satisfactory progress standards. Supporting documentation should be submitted if possible.

The Academic Dean will review the information submitted in the context of the student's entire academic record and notify the student of his or her decision within 24 hours. This decision is final. If the appeal is granted, then the student will be placed on a second probation for the quarter, and the Academic Dean's notice to the student will outline the requirements of the academic plan the student must follow. The terms of the academic plan must ensure the student will be able to complete the program within the maximum timeframe (1.5 times the program length) and with the required CGPA for graduation.

Procedure for re-establishing Satisfactory Academic Progress

A student who is placed on Academic Warning and re-establishes SAP at the end of the Academic Warning period will be notified and removed from Academic Warning.

A student who is placed on Probation and re-establishes SAP at the end of the Probation period will be notified and removed from Probation.

The effect on SAP for all courses with a grade assignment (including Withdrawal and Incomplete Grades)

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Grade Assignment	Description	Included as Credits Attempted	Included as Credits Earned	Included in CGPA
A	Superior achievement	Yes	Yes	Yes
B	Excellent achievement	Yes	Yes	Yes
C	Average achievement	Yes	Yes	Yes
D	Acceptable	Yes	Yes	Yes
F	Unacceptable achievement	Yes	No	Yes
I	Incomplete coursework	Yes	No	No
WF	Withdrawn, with penalty	Yes	No	No
R	Course failed and repeated	Yes	No	No
Transfer Credits	Credit granted through transfer	Yes	Yes	No
AUD	Course audited—no credit awarded	No	No	No

The effect on SAP for repeated courses: The higher of the two grades earned for a repeated course will be used in calculating the CGPA. The credits attempted for both courses are included in the calculation of the completion rate.

The effect on SAP for non-punitive grades and non-credit or remedial courses: The College does not offer remedial courses. The grade assignments AUD, Transfer Credits are non-punitive grades that do not impact CGPA or completion rate calculations.

The effect on SAP when a student seeks to earn an additional credential: If a student seeks an additional credential, the credits and grades attempted in the original credential that apply to the new credential are included in the determination of a student's satisfactory academic progress, both in CGPA and completion rate.

The effect on SAP for Extended-Enrollment Status: The College does not offer extended enrollment status.

The effect on SAP when student changes programs or is re-admitted to the same program: If a student is re-admitted into the College or changes program of study, the credits and grades that

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are applicable to the student's current program of study will be included in determining the student's satisfactory academic progress and the appropriate evaluation level for the quarter.

The effect on SAP for Transfer Credits: Transfer credits are included as both credits attempted and earned for determining the completion rate, but do not impact the CGPA.

Re-entry for students dismissed due to failure to meet SAP: Students who have been dismissed for lack of satisfactory progress may apply to be readmitted into the same curriculum, as the class schedule permits, after 6 months. Such a student will be enrolled for a probationary quarter upon reentry. This procedure applies only to dismissals caused by lack of satisfactory progress and when the student is reentering the same curriculum. It does not apply to voluntary withdrawals.

4. ENROLLMENT INFORMATION

GRADING SYSTEM

Grades and grade points are assigned as following the 4.0 grade point system and requiring a 2.0 (C) average for graduation. Grades and their interpretation are as follows.

Grade Scale	Explanation	Grade Point
A	Superior 90-100	4
B	Excellent 80-89	3
C	Average 70-79	2
D	Acceptable, 60-69	1
F	Failed, 0-59	0
Administrative Grading System	Explanation	Grade Point
W	Withdrawal prior to the mid-quarter point	0
AU	Audit	0
I	Incomplete	0
Pass	Achieved the passing score 60	0
Fail	Failed to achieve the passing score 60	0

AU (Audit) - Generally given to audit-status students. No credit is given.

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P(Pass): In some courses, a “P” will indicate a satisfactory completion of that course. Numerical equivalents are not being assigned to “Pass/Fail” courses.

I (Incomplete) - An Incomplete grade may be issued by a faculty member in lieu of a final grade when course requirements have not been met by the end of the term. An Incomplete Grade Contract must be completed by the faculty member and signed by the student. Request for an “I” must be made prior to the due date of the work required. The student is responsible for removing an “I” from his record. This work must be completed within six weeks of the end of the term in which the “I” is received. Failure to meet this deadline will automatically result in an “F” for the course.

Withdrawal (W) - A student desiring to withdraw from the A.D program at any time should report that fact in writing to the Academic Dean, so that his records may be completed, and his transcript released. Failure to complete the proper withdrawal form will result in the non-release of the transcript.

Examination - All examinations must be taken at the time scheduled. Exceptions to this rule may be granted by the professor with the approval of the Academic Dean. Requests for such an exception must be submitted in writing prior to the set time

Add - During the pre-enrollment period through the end of the second week of classes for the term, all students, with the exception of 1st term freshmen, may add courses that are free from restrictions/permissions, at the admission office. Instructor or academic unit approval is conditional on class size limitations. Regardless of when a student adds a course, the student is responsible for meeting all course requirements as mandated by the specific course syllabus.

Drop - Please note that “dropping” a course and “withdrawing” from a course are distinct actions and are governed by different policies. For undergraduate students, courses may only be dropped during the “drop period” lasting from the beginning of the enrollment period through the end of the second week of the term. Dropping a course result in the course being removed from the student’s academic record without a “W” appearing on the transcript, specifically, neither the course nor the grade of “W” appears on the student’s transcript. Freshmen and new first-term transfer students must meet with their academic advisors to drop courses during the first term.

5. IC HONOR SYSTEM

In an IC community, there can be no doubt that honor and the pursuit of knowledge are intertwined. An honor system must be believed in, supported by and administered by the entire IC community. Upon enrollment at Ivy College, each student is automatically subject to the

Student Handbook

provisions of the Honor System. Each student has a duty to become familiar with the Honor Code and the provisions of the Honor System. Ignorance of what constitutes an Honor Code violation cannot be used as a defense in an honor hearing. The Honor System at IC does not discriminate based upon race, color, religion, national origin, political affiliation, gender, sexual orientation, age or disability.

All academic work such as, but not limited to, examinations, papers and other written or electronically submitted assignments is submitted pursuant to the Honor Code and shall contain the following pledge (or similar pledge approved by the faculty or staff member) of the student(s) submitting the work: “On my honor, as a student, I have neither given nor received unauthorized aid on this academic work. The pledge shall be signed by the student(s) unless it is submitted electronically, in which case the faculty or staff member may require a different method of proof of a student’s pledge.

The Honor Code - Students shall observe complete honesty in all academic matters. Violations of the Honor Code include, but are not limited to, taking or attempting to take any of the following actions:

- 1) Using unauthorized materials or receiving unauthorized assistance during an examination or in connection with any work done for academic credit. Unauthorized materials may include, but are not limited to, notes, textbooks, previous examinations, exhibits, experiments, papers or other supplementary items.
- 2) Giving false or misleading information regarding an academic matter.
- 3) Copying information from another student during an examination.
- 4) Rendering unauthorized assistance to another student by knowingly permitting him or her to see or copy all or a portion of an examination or any work to be submitted for academic credit.
- 5) Obtaining prior knowledge of examination materials (including by using copies of previously given examinations obtained from files maintained by various groups and organizations) in an unauthorized manner
- 6) Selling or giving to another student unauthorized copies of any portion of an examination.
- 7) Using a commercially prepared paper or research project or submitting for academic credit any work completed by someone else.

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- 8) Falsifying or attempting to falsify class attendance records for oneself, or for someone else, or having another falsify attendance records on your behalf.
 - 9) Falsifying material relating to course registration or grades, either for oneself or for someone else.
 - 10) Falsifying reasons why a student did not attend a required class or take a scheduled examination.
 - 11) Taking an examination in the place of another student.
 - 12) Making unauthorized changes in any reported grade or on an official academic report form.
 - 13) Falsifying scientific or other data submitted for academic credit.
 - 14) Collaborating in an unauthorized manner with one or more other students on an examination or any work submitted for academic credit.
 - 15) Committing the act of plagiarism - the deliberate copying, writing or presenting as one's own the information, ideas or phrasing of another person without proper acknowledgement of the true source.
 - 16) Using computing facilities or library resources in an academically dishonest manner.
- Falsifying evidence, or intimidating or influencing someone in connection with an honor violation investigation, hearing or appeal.

6. ACADEMIC SUPPORT SERVICES

Ivy College offers academic support services to the students who struggle with their studying in the program. The services include academic advising. Students who are qualified, may receive class/test accommodations

1) Academic Advising

Academic advising is an integral part of each student's educational experience, and it takes many forms. Academic advisors provide students with information on academic requirements needed for degree completion, help students plan for future graduate study or a career, and serve as a research person. Academic advising is a shared responsibility between the student and the advisor.

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- **Provide information on academic requirements needed for graduation.** Advisors assist students in developing an academic and career plan, monitor students in the major, and discuss how a course of study fits a particular academic or career interest. Advisers answer questions concerning a specific academic concern, such as problems with a particular class, and guide students through the registration process, including providing information on various registration blocks and what needs to be done to remove them.
- **Help students plan for future graduate study or career.** Advisers discuss how an academic major can prepare a student for his/her career, and what career options are available.
- **Serve as a campus resource.** Advisers assist students in obtaining support from other offices of the College. This includes informing students about possible scholarships or fellowships and referring students to instructors for academic support.

2) Class/Test Accommodations

Students who request to receive class/test accommodations must meet and consult with the course instructor in order to identify the area of their academic struggle. After consultation, the instructor will complete the Class/Test Accommodation Form, and the request needs to have the Academic Dean's approval. The accommodations students can request and receive are as follows:

- Extended testing time
- Use of dictionary
- Modified assignment/materials
- Makeup assignments

7. ACADEMIC SCHEDULE

The *Ivy College* operates on a quarter systems. Each quarter starts in January, April, July, and October. Each quarter is 10 weeks long including one week for examinations. Ivy College conducts spring, summer, fall and winter sessions.

8. FINANCIAL AID AND SCHOLARSHIPS

Ivy College offers scholarships to students in degree programs. These aids are granted to students on the basis of need or merit-based and availability of funds. Students desiring financial assistance should submit a Scholarship Application Form to the Registrar. Available Scholarships are as follows:

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(1) Academic Scholarship (Up to 50 % of the tuition)

This scholarship is for students who have earned all A's. It is limited up to five (5) students per quarter and is no more than one half of the quarterly tuition. Academic Scholarship is awarded to a qualified student only once during the program.

Applicants submit a letter of recommendation from faculty and a 400-word essay about **“Using specific examples, describe your spiritual growth.”**

(2) President's Scholarship (Up to 100% of the tuition)

The President's Scholarship is not limited by the number of recipients, and the President appoints scholarship recipients. Students who maintain a 3.5 -4.0 GPA every term is eligible to apply. Applicants submit a letter of recommendation from the President. You must submit a testimony of at least 400 words. **Your testimony should describe your relationship with Jesus Christ.**

(3) Evangelical Scholarship (Up to 50% of the tuition) – If you are in one of the categories listed below, you are eligible to apply Evangelical Scholarship.

- (a) A pastor or an evangelist of a local church
- (b) A missionary.

Applicants submit a proof of the ordination certificate and a 400-word essay on **“How to serve God”**.

(4) Alumni Scholarship (10% of the tuition) – This scholarship is awarded to a child of IC alumni or a student referred by IC alumni.

Applicants submit a proof of family relationship with an IC alumnus, or a reference letter from the IC alumnus and a 400-word essay on **“If you could spend an evening with any person, other than Jesus Christ, who would it be and why?”**

All scholarship applicants are required to submit the required documents by the deadline. For more information, please contact the Director of Student Affairs. The recipients will be notified through Populi.

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Financial Appeals

Any student desiring to appeal a financial decision of their account may do the following:

1. Contact the Finance Officer to discuss the issue.
2. After discussing the issue with the Finance Officer, the student must submit a written request to the Academic Dean for re-evaluation of the financial decision in question.
3. Tuition and fees are due by the Due Date indicated on your IC Academic Calendar.
4. If financial responsibilities have not been met, a student will be placed on financial hold. Students on financial hold are not eligible for registration for future terms and are also prevented from obtaining records such as transcripts and grades. In addition, students whose accounts are not paid in full at the time of graduation will not receive a diploma or any other certification of program completion.

9. ADMISSION OF INTERNATIONAL STUDENTS

IC issues I-20 forms to international students. As a result, each prospective international student must contact the Office of Admissions regarding preparation of the student VISA. After processing your completed application, the Admissions Office will inform you of its decision. It is wise to start the process well in advance of the term for which you are applying. Any questions about applications, important dates or any other part of the admissions process should be directed to:

Ivy College

Attn: Office of Admissions

1980 Gallows Rd. Vienna, VA. 22182

info@ivy.edu

Financial Statement Requirement

International applicants must submit financial statements showing evidence of financial support to attend school full-time. Original (not copies) bank verification of funding must substantiate financial statements. The statement must be original and on the institution's letterhead/stationery. All documentation must be dated within 3 months of the date of initial enrollment at IC. The Office of Admissions has provided you with an estimate of annual educational and living expenses for

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international students for an academic term. You must document financial support equal to or greater than this amount. This estimate is subject to change without notice and will usually increase each year.

International Student Visa Information

All international students must enter the US on a student (F-1) visa. IC can issue the Form I-20 for eligible students. All F-1 students are entered into the computerized Student and Exchange Visitor Information System (SEVIS), which monitors the immigration status of international student. Details of requirements to obtain the Form I-20 and student visa are in the **How to Apply for International Applicants** section below. Students should carefully follow proper immigration procedures in order to maintain legal status in the US. Students on other visas may be eligible to study full-time or part-time, depending on the visa. Contact the Admissions Office or any US Embassy or Consulate for more information.

How to Apply for International Applicants (I-20 Required)

1. Complete the Online Application Form, including credit card payment (Visa, Master, Diner's Club, or Discover) for non-refundable application fee, \$100.
2. Submit a photocopy of the front page of a valid passport (with the picture, the name and the birth date) online and
3. Mail a copy of a high school diploma or college transcript, translated in English and notarized, or sign a self-attestation.
4. Mail a proof of English language proficiency: If English is not your first language, you are required to submit official scores from an English proficiency examination, regardless of citizenship.
 - I. English language competency requirement may be fulfilled through any one of the following options:

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- A. English Language Competency (TOEFL): TOEFL Score of at least 61 iBT OR a level 6 IELTS exam score, OR
 - B. Satisfactory completion of at least two academic years (60 semester credits/90 quarter credits) of education at the baccalaureate level from an institution accredited by an agency recognized by the U.S. Secretary of Education, OR
 - C. Achieve B2 level in Oxford English Test or a minimum completion of “Expanding” Level in IC ESL Program.
5. Biblical Studies in Korea: Korean language competency requirement maybe fulfilled through an interview with the Academic Dean.
 6. Mail an original copy of a bank statement that shows available funds to afford the program and the cost of living. (Note: All financial information must be statements with dates no older than 3 months prior to the I-20 application date.)
 7. Complete all spiritual requirements.
 8. Mail the Affidavit of Support Form signed by the sponsor (if applicable).
 9. Transfer students only: email a photocopy of all I-20 forms from previous schools in the U.S. to info@ivy.edu
 10. Transfer students only: email a photocopy of the current visa and I-94. Note: Other forms of payment (Cash, Debit Cards, Money Orders or Certified Bank Checks) are accepted as well.

The student must apply an application at least one month ahead before the start day of every quarter. All required documents except the application form must be submitted via email (scanned documents must be readable) or mail. The mailing address and phone numbers are:

Ivy College
1980 Gallows Rd. Vienna, VA. 22182
Phone: (703) 425-4143
Email: info@ivy.edu

Important Information for Students in F-1 Status

Student Handbook

(1) All F-1 students should be enrolled as full-time (at least 12 credits in undergraduate degree program). Full-time status must be maintained and verified to avoid being out of proper USCIS status.

(2) Students are responsible for notifying the International Student Office of any change in their personal information no later than 10 days after the change is implemented. (Example: address, telephone number, etc.)

Note: If you are currently a student at another institution and already have an F-1 visa, you need a new I-20 issued by IC. Therefore, you must submit the I-20 application packet, transfer clearance form, a copy of current visa, I-20, passport, and I-94, along with all other admissions requirements

3) Transfer Students

Transfer credit may be awarded by IC for equivalent coursework completed at a regionally or nationally accredited institutions recognized by the Department of Education. Credits will be evaluated from other institutions only upon receipt of official transcripts and publications that contain course description and in accordance to the following standards:

Credit will be given for courses completed in other accredited institution when such courses are comparable to those offered in this institution. The following also apply:

1. Transfer credit requests must be submitted upon program application.
2. Equivalency will be determined through examination of published course descriptions and / or syllabi and is at the discretion of IC's Director of Biblical Studies. These documents cannot be returned to the applicant or forwarded to another institution or agency.
3. A minimum grade of —Pass or —C (2.0) is required for transfer.
4. Credit must have been earned within the last ten (10) years unless the applicant provides acceptable evidence of continuous activity within the last two years in the specific field for which transfer credit is requested. At the discretion of the Academic Dean, a student, under these circumstances may take a challenge exam which may award credit for the corresponding course if a score of 70% is achieved on the exam.
5. Transfer credit is granted only when the total hours for any given course have been documented.
6. Course work taken at another institution after admission to IC is not transferable unless approved in advance in writing by the Registrar at the discretion of the Academic Dean. Transfer credit awarded is officially recorded on the student's IC transcript. Course

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work transferred into the program is not included when computing Grade Point Average (GPA).

7. Bachelor degrees must complete at least two full year of work (90 credit hours) at this College to be eligible for graduation.

STUDENT LIFE

1. CHAPEL AND PRAYER

Acts and thoughts that ascribe “worship” or worthiness to divine. “The chief end of man is to glorify God and to enjoy Him forever” (Westminster Shorter Catechism). The roots of worship are knowledge, emotions and will. Worship is not a mystical experience; it is at best a spiritual experience. Christianity is concerned not only with the end, but also with the means to an end. In the worship service, we first serve Triune God and offer praise to Him. Worship not only serves God, but it also meets the needs of those who worship.

The Ivy College provides meaningful worship service for students every Friday. Chapel services feature worship services as well as messages by members of the IC’s faculty and other outstanding Christian leaders. Chapel attendance is required.

Students and faculty come together for a day of prayer once each quarter. A worshipful communion service climaxes this spiritual highlight.

2. DAY OF EVANGELISM

Periodically a day of evangelism is planned during which students gather in small groups to share the gospel in surrounding communities. In the Scripture it is an act of worship which covers all soul in its approach to God. Supplication is at the heart of it, for prayer always springs out of a sense of need and a belief that God is a rewarded of them that diligently seek Him (Heb 11:6).

It will be seen that as an order in the ministry, the evangelist precedes that of the pastor and teacher, a fact which harmonizes with the character of the work each is still recognized as doing. The evangelist has no fixed place of residence, but moves about in different localities, preaching the gospel to those ignorant of it before. As these are converted and united to Jesus Christ by faith, the work of the pastor and teacher begins, to instruct them further in the things of Christ and build them up in the faith. At a later time, the name of “evangelist” was given the writers of the four Gospels because they tell the story of the gospel and because the effect of their promulgation at the beginning was very much like the work of the preaching evangelist.

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STUDENT AFFAIRS COMMITTEE hosts numerous prayer meetings, discussion groups led by mission leaders, and chapels to keep the student body aware of spiritual needs around the world and to urge students to consider missionary service. The fellowship particularly encourages students to participate in a Missionary Summer and Winter Internship.

STUDENT SERVICE

1. LIBRARY

The College recognizes a library to be a vital part of a student's education and an important element in the overall effectiveness of the College. The IC Library offers an excellent collection of research and learning materials. Our Library holdings consist of a core collection of books, periodicals, and media resources. Additionally, the Library has an excellent collection of Korean language materials. The library holds about 8,000 volumes and participates in the Library Network which is a computerized system of shared cataloguing. A Library Policy Handbook will be available at on the library web pages and at orientation. Library hours are from 10 am – 7:30 pm on Monday-Thursday, and on Friday, the hours are 10 am – 6 pm. On weekends and holidays, it is closed.

2. STUDENT LEARNING RESOURCES

Academic Resources

Khan Academy (Youtube): Salman Khan covers a diverse array of subjects from art chemistry, psychology to biology.

SparkNotes: this site offers more than just literature explanations; it gives answers to basically every subject you will ever encounter at school. All the information is organized, succinct, and comprehensible.

Crash Course: It is created by the famous vlogbrothers, John and Hank. Their mini lectures on history (U.S., World), literature, and science (biology, ecology, chemistry) are literally crash courses on everything you learn in class, condensed in short 10 minute videos, filled with

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many colorful animations. It's a great resource to utilize because it makes learning a lot more interesting.

Open Yale Courses: Another awesome site suggested by Elizabeth, Open Yale Courses provide online introductory college courses for a variety of subjects. The website is easy to navigate through and all the lectures for a course are labeled according to topic and posted on YouTube.

Educreations: You can search for a particular concept, and a video will pop up if someone created a video lesson regarding that concept. It's even available on the app store!

Purdue Owl: It provides so many great tips on the different steps when it comes to writing.

ScienceDaily: This is basically the science version of NY Times. It's great for researching different topics and definitely a go to resource for science related research papers or projects.

Chemistry **chemistNATE**: chemistNATE explains everything slowly and clearly about Chemistry.

MIT Fundamentals of Biology: MIT provides awesome lectures to introductory biology that all biology students can use.

Resources for Technical Skills

- **Digital Learn.org**: tutorials between five and seven minutes on: email basics, web search, basics of Windows or Mac operating systems, and navigating a website
- **Teach-ease** (University of South Florida) how to use a web browser, and **Internet basics**
- **Overview of Google Drive**: Video tutorials and basic instructions on the features of Google documents, sharing, storing and collaborating.
- **Chat and real-time collaboration**, Google Drive

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Resources for Academic Skills

- [OWL The Purdue Writing Lab](#): Purdue is the mother-of-all sources for writing help of any kind— from grammar help, to developing thesis statements, to report writing, citation help and more.

The site features over 200 free resources , all of which are available to anyone.

- [Guide to Grammar and Writing](#) by Capital Community College Foundation. Very good site covering a breadth of topics to support various aspects of writing including essays, outlines and reports. Includes a section on grammar.
- [e-Tutoring.org](#) is a collaborative online tutoring program and platform for writing skills that provides one-on-one, online support to students from numerous subscribing colleges within the US.

Resources for Study Skills

- [What Makes a Successful Online Learner?](#) by [iseek education](#) with Minnesota Department of Education and Minnesota Online High School
- [Effective Habits for Effective Study](#), Study Guides and Strategies Website
- [Five-Step Strategy for Student Success with Online Learning](#), Online Learning Insights
- [HowtoStudy.com](#): A clean, clutter-free site dedicated only to study skill development, and though it's geared to college students, any student may benefit from the concise and focused information provided. The site features twelve chapters, ranging from time management, to creating a study plan, note-taking, etc.
- [My Study Life](#), a new [and free] app—an online student planner designed for students to plan and manage their learning time.

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Study Tips and Resources

Students can also find the following assisting materials in the VUOM web site.

Study tips

- [College Success Skills \(Powerpoint\)](#): College can be a tough time for many students. See what we have to say about being successful in college.
- [How To Study.org](#): Provides helpful tips for a variety of subjects.
- [Academic Success Videos](#): Dartmouth College provides an innovative and interactive way to learn new study skills.

Taking notes

[Taking Good Notes / The Cornell Method](#): From Princeton's McGraw Center for Teaching and Learning

Time management

- [Time Management \(PowerPoint\)](#): Struggle with time management? Review our PowerPoint presentation to discover a better way to manage your time.
- [Weekly Academic Schedule Plan](#)
- [Weekly / Monthly appointment book](#): A great example of a planner that will help you schedule assignments, projects, exams, and meetings.
- [Monthly Assignment Planner](#): A downloadable template for Microsoft Word to help you plan your assignments ahead of time.
- [Project Management to avoid procrastination](#): From the University of Pennsylvania.
- [Weekly goals worksheet](#): Set your weekly goals on Sunday night and never miss another assignment.
- [Weekly and hourly planner](#)
- [Weekly Schedule Plan](#): Plan out your week.

Writing

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- [The Purdue Online Writing Lab \(OWL\)](#): Provides more than 200 free resources, including APA / MLA formatting guides, avoiding plagiarism, researching, grammar and mechanics, and developing a resume.
- [Materials for Writers](#): Detailed information covering steps in the writing process. From Dartmouth College's Institute for Writing and Rhetoric.
- [How to Write an A+ Paper](#): A free step by step guide from AResearchGuide.com to help you write an A+ research paper.
- [Write Well Mini-Lectures](#): Macalester College has created a series of video lectures that cover each step in the writing process.

3. ADVISING OF STUDENT AND DEVELOPMENT

Ivy College offers Student Advising during normal business hours. All IC students are able to receive advisement about any subject such as academic, financial, course advising and college application advising.

4. STUDENT CAREER ADVISING

The Career Services office provides employment assistance to degree graduates. The services provided include:

1. Maintenance of a Job Board
2. Workshops in resume writing, interview techniques, and cover letter writing.

Placement assistance is offered to all degree graduates. Employment is not guaranteed, and students are encouraged to become active participants in their job search and readiness to secure employment opportunities as they arise.

5. CHRISTIAN MINISTRY OPPORTUNITIES

Metropolis gives students opportunities to apply what they are learning in the classroom. Many churches welcome students to teach Sunday school, lead youth groups, and minister in other ways. Missions, jails, Christian youth organizations, and hospitals in the city provide choice fields for

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service. Advanced students may find openings in Christian education, church music, and sometimes a pastorate.

6. HEALTH SERVICES

Ivy College recognizes the need and obligation to provide first-aid treatment to students and staff who become ill or are injured while attending class or performing their job functions. However, referral of individuals for first-aid treatment should be limited to those circumstances that actually require first aid. Health related circumstances not requiring first aid should be handled through other procedures.

Injuries should be referred to the IC Office. For all other non-emergency type health situations, the main office should be contacted for referral to the parent or guardian. If a student is under doctor's care and must take prescription drugs or treatments, this must be identified at the office of the Director of Full-Time Programs, where confirmation and a plan for administration can be developed with the individual student. There may be times when a student needs emergency medical treatment while at school or away from school while on a school trip.

The parent or custodian of a minor must authorize in writing the person having the care of a minor and authority to consent to emergency medical treatment and hospital care for the minor. Such written authorization must be dated and signed. In the event that there is no written authorization and parents cannot be located, a school official may consent to emergency medical treatment for a minor needing treatment because of an accident and/or illness. Student medical information will be kept in the office of the Director of Full-Time Programs.

7. TELECOMMUNICATION NETWORK SERVICES

1) Purpose

The purpose of this policy is to set forth guidelines for implementing a plan for acceptable use of College-provided computers, equipment, software, computer networks, telecommunications resources, related services, and the Internet, hereinafter called "College computing resources."

2) Definitions

Computers, computer networks, cabling, hubs, file servers, telecommunications services, and equipment owned or leased by IC Technology Center.

3) Policy of General Computer Use

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It is the policy of the Technology Center (College) of IC that College computer usage complies with: Federal and State laws and regulations, Internet policies and procedures, and other related Board of Education policies.

College computing resources are intended for administration, education, training, academic research and planning purposes only. No student, client or guest may use computers in a classroom, lab, workshop or office unless supervised by an instructor or other appropriate College employee present.

College computing resources shall not be used for unauthorized purposes such as, but not limited to: transmission, creation, uploading, downloading or viewing of materials that are considered offensive, solicitation, or creation of commercial or personal activities, promotion, or distribution of political and lobbying materials.

A diskette or CD-Rom from an outside source may not be used in an IC office classroom, and labor workshop without first being checked by an instructor or appropriate staff member for computer viruses and copyright compliance.

No operating system or application software that interferes with network operations or the Internet may be installed on any College computer, workstation or file server.

Specific training is required before users will be allowed access to the Net Work System, or the Internet. Basic computer training will be made available to all users. More advanced training will be made available as needed.

Use of electronic communications (such as e-mail, voice mail or systems with similar functions) to send fraudulent, harassing, obscene, indecent, sexually explicit, intimidating, ethnically inflammatory, biased or other unlawful information or material is prohibited.

It is the policy of the IC that any User who willfully or through gross negligence destroys or damages any College computing resources may be held financially responsible for the repair or replacement of those resources.

Illegal installation of copyrighted material is prohibited. Illegal copying of software from any College computer, network, or program diskette is prohibited. Computer software and data protected under copyright laws may not be downloaded or uploaded to a computer owned by the College without written consent of the copyright holder. Software programs that are not owned by College or downloaded software programs and data may not be installed or executed without permission of an instructor or systems administrator.

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4) Internet Use

The College will utilize filtering software or other technologies to prevent adults and students from accessing visual depictions that are (1) obscene, (2) child pornography, or in the case of minors, (3) harmful to minors. The school will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material which is inappropriate for minors. Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 18 and older.

Use of chat rooms, online gaming (including text-based role playing) and online gambling are prohibited. It is a violation of this policy to use the College computing resources or the Internet to gain unauthorized access (checking to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

All users who have access to the College Wide Area Network or the Internet will be assigned a USER ID and a PASSWORD. A computer logged into the College Wide Area Network or the Internet should not be left unattended. Users are responsible for all transactions made under their USER ID and PASSWORD. Safeguarding of the PASSWORD will be the responsibility of the individual user. The individual user will be held 100% responsible for safeguarding his/her USER ID and PASSWORD.

5) Electronic Mail (E-Mail)

The e-mail system is the property of the College and is intended solely for carrying out College business. It is not intended for use by students. Reasonable effort must be made to protect confidential information transmitted by e-mail. Confidential information as defined by the "Privacy Act" shall not be forwarded to individuals inside or outside the College unless the individuals are authorized to receive such information.

E-mail messages should not be left on the computer screen unattended. E-mail or attachments considered offensive shall not be transmitted. Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself.

Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal

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administrative purposes or approved educational projects and activities. Use for private commercial activities is prohibited. Use for product advertisement, dissemination of religious material or political lobbying is prohibited.

6) Security

All reasonably available physical security measures will be taken to safeguard college computing resources. College computing resources shall be secured by the user when not in use or when unattended. The College has the right to restrict user's access to the College Wide Area Network by restricting the locations and workstations from which the user may log in, limiting the times at which the user may log in, or by denying or limiting access to programs and files. The administration or faculty of the College may request a system administrator to deny, revoke, or suspend specific user accounts for violation of these policies or procedures.

7) College Standards

Computer hardware or software utilized on the College Wide Area Network or any local area network must comply with College standards.

- a) No hardware or software which interferes with the network shall be utilized on the College Wide Area Network or any Local Area Network.
- b) Netiquette: Users are expected to abide by generally-accepted rules of network etiquette. These include but are not limited to: Be polite. Your messages should not be abusive to others (courtesy is contagious).
- c) Use appropriate language.
- d) Do not swear or use vulgarities or any other inappropriate language, symbols, or pictures.
- e) Do not reveal your personal address or telephone number or those of other persons.
- f) No student information protected by FERPA should be electronically transmitted or otherwise disseminated through the network.
- g) Do not disguise the point of origin or transmission of electronic mail.

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- h) Do not send messages that contain false, malicious, or misleading information which may be injurious to a person or a person's property.
- i) Illegal activities are strictly prohibited.
- j) The college technology is not to be used for playing multi-user or other network intensive games, commercial ventures, Internet relay chat lines, or downloading excessively large files.
- k) No charges for services, products, or information are to be incurred without appropriate permission.
- l) Do not use the network in such a way that you would disrupt the use of the network by other users. Users shall respect the privacy of others and not read the mail or files of others without their permission. Copyright and licensing laws will not be intentionally violated. Delete obsolete mail regularly in order to free disk storage space.

8) Disciplinary Action

The use of College computing resources is a privilege not a right. Violation of College Policies and Procedures may result in cancellation of computer-use privileges and/or other disciplinary action. If Federal or State laws are violated the offender will be reported to the proper authorities. System administrators will deem what is inappropriate use of College networks under their jurisdiction. Computer Vandalism will result in cancellation of College computing resource privileges and/or other disciplinary action.

9) Acceptable Use Agreement

Users will sign an acknowledgment that they received a copy of the policy and procedures and agree to comply with the policy and procedures. Use Agreements shall be maintained in the appropriate administrative office.

10) Cell Phone

Cell Phones are to be used legally and responsibly. Cell phones shall be turned to off or silent during class hours to minimize disruption. Misuse of cell phones is a disciplinary matter and may result in loss of cell phone privilege and/or confiscation of cell phone.

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8. ORIENTATION

The IC offers academic orientation each quarter for all new students and all continuing students. The orientation sessions are designed to introduce new student's school life, policies, regulations, faculty members, administration, and the surrounding community.

9. STUDENT FELLOWSHIP

Every student enrolled in the Ivy College is a member of the Student Fellowship. The student activity fee funds student activities. It seeks to stimulate prayer and fellowship among students and organizes the mountain prayers and "Praise the Lord" program.

10. FIRST AID KIT

The first aid kit is provided at the school office. It may be utilized free of charge.

Emergency and Campus Crime

Any student in an emergency situation must call 911. If anyone has a language problem in English, the VAPD Korea town police is available. On campus, crime is very scarce. However, to prevent any crime attempts, it is recommended that you walk in a group and watch one another.

Emergency Plan Case

of Fires

If a fire occurs, GET OUT, STAY OUT and CALL for help.

- a. Remain calm
- b. If you smell smoke, activate fire alarm

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- c. Follow exit route procedures for your location. Make sure to feel a door before opening. If it is hot, do not open it. Look for an alternate exit. If there is none, remain in the room and call for help. Close the door on your way out to help isolate the fire.
- d. Assist those who are unable to exit the building on their own if it will not put you at additional risk
- e. Do not use elevators
- f. If the area you are in fills with smoke, drop to the floor and crawl to nearest exit or smoke free area
- g. If your clothes catch on fire immediately STOP, DROP and ROLL
- h. Once you are in a safe area, call for help

Hospital Information

Name: INOVA Fairfax Hospital

Address: 3300 Gallows Rd, Falls Church, VA 22042

TEL: (703) 776-4001

Emergency Dial 911

STUDENT AFFAIRS AND STUDENT AFFAIRS COMMITTEE

STUDENT AFFAIRS

The purpose of the Office of Student Affairs shall be to facilitate interactions between the student body and the institution and to serve as a clearing house for student problems and activities.

STUDENT AFFAIRS COMMITTEE

This committee evaluates the student life and service. The committee is responsible for the administrative oversight of the student personnel life, student government, non-academic advising, and student health service.

This committee is in charge of:

- 1) Make recommendations to the faculty regarding orientation, graduation extracurricular student activities and discipline.
- 2) Evaluate the student's policies of the College regarding non-academic areas.

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- 3) Receive applications for institutional scholarships and award the scholarships in accordance with established criteria

1. THE STUDENT BODY OF IC

The student body of IC is all currently enrolled students.

1) Multicultural Student Services - Assists the College in its continuing goal of promoting diversity at all levels on campus. It offers various programs and support services, such as leadership development, recruitment and retention, cultural programming and awareness, and student support. It serves the multi-ethnic population by increasing awareness, accepting difference, and celebrating diversity.

2) Allocation and Disbursement of Student Fees—Every fall quarter, the SGA finance committee holds hearings for organizations that want to receive front-end budgeting. A portion of student fees is set aside, making up the fund from which these organizations receive their funding.

THE STUDENT GOVERNMENT COUNCIL (SGC)

Comprised of students elected annually by the general student body, the Student Government Council promotes students' interests and conducts activities which directly relate to student life. For example, the Student Government Council nominates students to serve on various faculty/student committees, presents the needs and desires of students to the seminary, and organizes social events for fellowship during the school year.

STUDENT COMPLAINT PROCEDURES

1) The law provides students with the right to inspect and review information contained in their education record; to a response to reasonable requests for explanations and interpretations of the record; to challenge the contents of their education record; to have a hearing if the outcome of the challenge is unsatisfactory; and to submit explanatory statements for inclusion in their files if they feel the decision of the hearing officer is unacceptable.

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2) The Academic Dean has been assigned by the College to coordinate the inspection and review procedures for student education records, which include admissions, personal, academic, and financial files, and academic cooperative education, disclosure and placement records. Students wishing to review their education records must make written request to the official responsible for the records listing the item or items of interest.

3) Records covered by the Act will be made available within forty-five days of the request. Students may have copies made of their records with certain exceptions (e.g., a copy of the academic record for which a financial ‘hold’ exists, or a transcript of an original or source document which exists elsewhere). Education records do not include records of instructional, administrative and educational personnel which are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute, records of the law enforcement unit, student health records, employment records or alumni records. Health records, however, may be reviewed by physicians of the students’ choosing.

4) Students may not inspect and review the following: financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived their rights of inspection and review; educational records containing information about more than one student, in which case the institution will permit access ONLY to that part of the record which pertains to the inquiring student; and confidential letters and recommendations placed in their files prior to January 1, 1975, providing those letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected.

5) Procedures to Amend Records and Request Hearings - Students who believe that their education records contain information that is inaccurate or misleading or is otherwise in violation of their privacy or other rights, may discuss their problems informally at a meeting with the author of the record and the Academic Dean. If the decisions are in agreement with the student’s request, the appropriate records will be amended. If not, the students will be notified within a reasonable period of time that the records will not be amended, and they will be informed by the Academic Dean of their right to a formal hearing. Students’ requests for a formal hearing must be made in writing to the Academic Dean who, within a reasonable period of time after receiving such requests, will inform students of the date, place and time of the hearing.

Students may present evidence relevant to the issues raised and may be assisted or presented at the hearings by one or more persons of their choice, including attorneys, at the students’ expense. The

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hearing officers who will adjudicate such challenges will be designated by the President of the College.

Decisions of the hearing officer will be final; will be based solely on the evidence presented at the hearing, will consist of written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned. The education records will be corrected or amended in accordance with the decisions of the hearing officer, if the decisions are in favor of the students. If the decisions are unsatisfactory to the students, the students may place with the education records statements commenting on the information in the records, or statements setting forth any reason for disagreeing with the decisions of the hearing officer. The statements will be placed in the education records, maintained as part of the students' records, and released whenever the records in question are disclosed.

Students who believe that their rights have been abridged may file complaints with the Family Educational Rights and Privacy Act office (FERPA), Department of Health, Education, and Welfare, Washington D.C. 20201, concerning alleged failures of the IC to comply with the Act.

STUDENT GRIEVANCE PROCEDURE

Any student may file a complaint about any issue, question, problem or anything else which they reasonably believe impedes their academic studies or which they find objectively questionable about any instructor, staff member or administrator, either orally or in writing, to any Ivy College administrator. Any such administrator will then transmit the concern in writing to the Student Affairs Director who also serves as the Compliance Designee. The Compliance Designee will then review the matter, and if more information is required before attempting to unilaterally recommend a resolution of the matter, the Compliance Designee will investigate the matter thoroughly, including interviewing all individuals, the reporting student, and reviewing all documents that relate or may potentially relate to the matter in question. Once the Compliance Designee has concluded his/her investigation, the Compliance Designee will report the matter to the Executive Office (The President and the Academic Dean) along with a recommendation for resolution.

If the Executive Office concurs with the Compliance Designee's recommendation, then the matter will be accordingly disposed of. If not, then further discussion will be held until a majority of the Executive Office agrees on a particular resolution of the matter.

Depending on the parties involved, the nature and seriousness of the issues concerned, and any other factors which must be taken into account in order to properly resolve the matter, a wide

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variety of actions or inactions may be taken. In the event the reporting student, or others involved, is displeased with the manner for disposition arrived at by the Executive Office, they may petition any member of the Executive Office to request that the matter be re-opened and reviewed as though it had been first reported to the entire Executive Office. If no member of the Executive Office will make such a request, then the matter shall stand as originally disposed of.

Once the matter is final, written notice of the Executive Office's decision will be transmitted within a reasonable time not to exceed thirty (30) days to the reporting student and any other appropriate parties. The matter shall, however, remain a private one and no publication of the matter shall be made, even with the consent of all non-IC parties involved, unless not doing so, would constitute a serious breach of justice. Should the reporting student, or any other affected party remain displeased with the outcome of the matter, an appeal may always be made to the:

(Students initiation of a complaint with the State Council of Higher Education for Virginia will not be subject to retaliatory actions.)

The State Council of Higher Education for Virginia

James Monroe Building, 10th Floor

101 North Fourteenth Street

Richmond, Virginia 23219

Tel: (804) 225-2600

Fax: (804) 225-2604

Website: www.schev.edu

Transnational Association of Christian Colleges and Schools (TRACS)

15935 Forest Road

Forest, Virginia 24551

Tel: (434) 525-9539

Fax: (434) 525-9538

Email: info@tracs.org

Student Handbook

ALUMNI

1. Membership

All program graduates of IC.

2. The Alumni Scholarship

When a child of the IC alumni applies and is accepted to the program, they will be receiving the alumni scholarship. For more information, please contact the Director of Student Affairs.

3. IC Alumni News

www.ivy.edu

4. Alumni Office Address

1980 Gallows Rd. Vienna, VA. 22182

Student Handbook

5. Office Hour:
10:00am - 6:00pm, Monday - Friday

