

## Welcome to Triton Nation!

The student handbook is specially designed with you in mind. It is filled with dates for activities and events that you won't want to miss, important telephone numbers, and study tips and strategies to make your year a successful one. We hope you will find it useful.

We believe you have made an excellent choice in your decision to study at Iowa Central! During your time here you will experience, on a daily basis, our tradition of providing excellence in and out of the classroom.

Our desire is to continually seek ways to improve our services and educational environment. I invite you to share with me, or any one of the College's staff, your recommendations.

I look forward to seeing you on campus!



Tom Beneke  
Vice President,  
Enrollment Management and Student Development



## Using Your Student Handbook

The Student Handbook is designed as a reference book or resource to be consulted and used as needed. Like any other learning tool (dictionary, thesaurus, the Yellow Pages), some students will use it frequently; others rarely. It is not meant to be read from cover to cover by everyone; rather, it is designed to have readily available information students might require at any time on the policies, procedures, services and activities at Iowa Central.

Successful students use a variety of tools to enhance their performance. They know where to look for information to make decisions. They learn what the College expects of them and what they can expect of the College. The Student Handbook is instrumental in allowing students to find the answers to their questions and to take charge of their education.

We suggest you skim through the Table of Contents to become familiar with the topics. When you have a specific question, you'll know where to start. The second half of the handbook consists of a daily calendar that you may find helpful to keep track of appointments, assignments and other important dates. We hope you find this resource to be helpful. If you are unable to find the information you need, remember that Iowa Central faculty and staff are another valuable resource ready to help—ask someone! If we don't know the answer, we'll help you find it.

# Board Of Trustees

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## Mission Statement

Iowa Central Community College provides quality educational opportunities in and outside of the classroom.

## Vision Statement

For all we serve, Iowa Central Community College strives to be the premier learning community and college of choice, preparing the best citizens and workers for our region and beyond.

We will aspire to:

Contribute effectively to the economic, social, and cultural opportunities of our region.

Work proactively with businesses, civic organizations, high schools and other academic institutions to improve collaboration, develop educational and career opportunities, expand Iowa Central's visibility, and target public and private investment into Iowa Central.

Monitor progress against our priorities, commitments, and aims, using relevant performance indicators, benchmarks, and targets. Through this assessment, we will maintain focus on our planning process to ensure we continue to meet academic and institutional needs.

Plan and budget annually to provide the framework for making the strategic plan operational.

It is the policy of Iowa Central Community College not to discriminate on the basis of race, color, national origin, sex, disability, age (employment), sexual orientation, gender identity, creed, religion, and actual or potential parental, family or marital status in its programs, activities, or employment practices as required by the Iowa Code §§ 216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), Age Discrimination Act of 1975 (34 CFR Part 110), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

If you have questions or complaints related to compliance with this policy, please contact Kim Whitmore, Director of Human Resources, phone number 515-574-1138, whitmore@iowacentral.edu; or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661, phone number 312-730-1560, fax 312-730-1576.

# Important Contact Numbers

All extensions may be reached by calling 515-576-0099 and entering the four-digit extension (Fort Dodge) or 1-800-362-2793.

- Academic Assistance/Academic Resource Center ..... Ext. 1045
- Academic Resource Center ..... Ext. 1155
- Accommodations/Academic Resource Center ..... Ext. 1045
- Admissions..... Ext. 1008
- Bookstore ..... Ext. 1080
- Bookstore (Online)..... Ext. 1082
- Campus Security .....515-574-1000
- Career Services ..... Ext. 1075
- Centers
  - Fort Dodge ..... Direct Line - 515-576-7201
  - Storm Lake (Direct - 712-732-2991) ..... Ext. 2809, 2812, 2813
  - Webster City (Direct - 515-832-1632)..... Ext. 2823, 2824, 2825
- Dental Hygiene Clinic..... 515-574-1327 or Ext. 1327
- Distance Learning ..... Ext. 1098
- Financial Aid Office ..... Ext. 1031, 1032, 1033, 1034, 1035
- GED ..... Ext. 1040
- Library/Academic Resource Center ..... Ext. 1155
- Mental Health Counseling Services..... Ext. 1051
- Non-Credit Course Information..... Ext. 1292
- North Central Career Academy .....515-574-1974
- Residence Life (Housing) ..... Ext. 1086
- School Nurse ..... Ext. 1047
- Student Accounts/Billing ..... Ext. 4880
- Student Records ..... Ext. 1025
- Student Support Services (TRIO)..... Ext. 1164
- Testing/Academic Resource Center ..... Ext. 1044
- Triton QuickCare Clinic..... Ext. 1047
- Veterans' Affairs ..... Ext. 1021

# Table Of Contents

Important Contact Numbers .....	Page 3
<b>Alphabetical Listing Of Interest Areas .....</b>	<b>Pages 6-50</b>
Academic Assistance - Academic Resource Center.....	Page 6
Academic Planning.....	Page 6
Academic Resource Center.....	Page 6
Accommodations - Academic Resource Center .....	Page 7
Accounting Club.....	Page 12
Accreditation.....	Page 7
Add/Drop Procedure.....	Page 8
Advisors.....	Page 8
Administrative Withdrawal.....	Page 9
Alcohol and Drug Abuse Prevention.....	Page 8
Alumni .....	Page 8
Art & Photography Club .....	Page 12
Athletics.....	Page 14
Attendance.....	Page 9
Bookstore .....	Page 9
Building Codes/Room Numbers .....	Page 10
Bulletin Boards .....	Page 10
Business and Information Technology Center (BIT Center) .....	Page 10
Business Hours .....	Page 14
Business Office/Student Accounts .....	Page 10
Business Professionals of America (B.P.A.) .....	Page 12
Campus Crime.....	Page 11
Campus Security.....	Page 11
Career Services.....	Page 11
Changing Name, Address or Telephone.....	Page 12
Children in the Classroom.....	Page 14
Class Rosters .....	Page 12
Clubs, Organizations and Activities .....	Page 12
College Colors and Mascot.....	Page 14
College Networking .....	Page 14
Collegian (College Newspaper) .....	Page 13
Compliance Information.....	Page 14
Constitution Day .....	Page 15
D.A.R.T. Bus Service .....	Page 15
Dean's List .....	Page 32
Dental Hygiene Clinic.....	Page 15
Distance Learning.....	Page 15
Diversity Team .....	Page 16
Drop/Add Procedure.....	Page 8
Electronic Devices in the Classroom .....	Page 14
Email/Internet Accounts.....	Pages 16, 45
Emergency Notification System/TritonAlert.....	Pages 16, 48
Emergency Procedures .....	Page 16
Enrolling for the Next Semester.....	Page 16
Equal Educational Opportunity Policy .....	Page 17
FERPA .....	Page 17
Final Grades .....	Page 21
Financial Aid .....	Page 19
Financial Aid Satisfactory Academic Progress Policy .....	Page 19
Fitness Center/Iowa Central REC.....	Page 21
Food Service.....	Page 21
Forming New Organizations .....	Page 14
Grade and Cumulative Grade Point Average (G.P.A.) .....	Page 21
Grade Appeal.....	Page 22
Grades .....	Page 22
Grades Earned In Repeated Courses.....	Page 22
Graduation .....	Page 22
Harassment and Violence.....	Page 23
Help Desk.....	Page 46
Honor Society.....	Page 30
Human Services Club .....	Page 13
IC Green Club.....	Page 13
Inclement Weather.....	Page 30
Incomplete Grades.....	Page 21
Information Media/Online Library - Academic Resource Center.....	Page 7
iNET.....	Page 46

Insurance Information.....	Page 30
International Students.....	Page 30
Intramurals.....	Page 13
Lost and Found.....	Page 30
Mental Health Counselor.....	Page 31
Military and Veteran Priority Registration.....	Page 31
Military Service Policy.....	Page 31
Mission Statement.....	Page 2
Nondiscrimination Statement.....	Page 2
Online Bookstore.....	Page 31
Parking Regulations.....	Page 31
Personal Property/Loss, Damage, Injury.....	Page 32
Phi Theta Kappa.....	Pages 13, 32
Photography and Film Rights Policy.....	Page 32
Postsecondary Agricultural Student Organization (PAS).....	Page 13
President's List.....	Page 32
Requital of Grades.....	Page 33
Residence Life.....	Page 33
Residency Policy Guidelines.....	Page 33
Room Numbers/Building Codes.....	Page 10
Scholarships.....	Page 34
Scholastic Dishonesty.....	Page 34
Sexual Harassment.....	Page 24
School Nurse.....	Page 34
Sexual Violence.....	Page 26
Skills USA.....	Page 13
Social Networking.....	Page 35
Student Accounts/Business Office.....	Page 10
Student Alert System.....	Page 35
Student Ambassador Program.....	Page 13
Student American Dental Hygiene Association (SADHA).....	Page 13
Student Complaint/Grievance Policy.....	Page 29
Student Conduct Code.....	Page 35
Student Discipline Policy.....	Page 36
Student ID'S.....	Page 42
Student Initiated Withdrawal.....	Page 9
Student Mailboxes.....	Page 42
Student Rights and Responsibilities.....	Page 42
Student Senate.....	Page 14
Student Support Services/TRIO.....	Page 43
Technology.....	Page 43
Testing - Academic Resource Center.....	Page 7
Title IX Information.....	Page 14
Tobacco and Nicotine Vapor Product Use Policy.....	Page 47
Transcripts.....	Page 47
Transfer of College Credit into Iowa Central.....	Page 47
Transfer of College Credit into Regent Universities.....	Page 48
TritonAlert/Emergency Notification System.....	Pages 16, 48
TritonPass.....	Page 46
Triton Closet.....	Page 48
Triton Enrichment & Advising Center.....	Page 48
Triton Food Pantry.....	Page 48
Triton QuickCare Clinic.....	Page 48
Tuition Refunds.....	Page 49
Veterans/Military Students.....	Page 49
Vision Statement.....	Page 2
Vocational Rehabilitation.....	Page 49
Weapons Policy.....	Page 49
WebAdvisor.....	Pages 46, 49
Withdraw and Total Withdraw from College.....	Page 49
Wireless Networks.....	Page 46
Work-Study.....	Page 50

**Fort Dodge Center Map..... Page 51**

**Other Center Maps..... Page 51**

**Release of Information Forms.....Pages 52, 53**

## Academic Planning

A student enrolling in a standard, semester-length college course can expect to budget two hours of homework each week for every hour spent in the classroom.

Typically, a three-hour semester class, for example, will involve three hours per week of classroom time (sometimes referred to as “contact time” with the instructor) and six hours of homework per week for that course. This is often a drastic change from high school expectations!

### Attitudes

1. Concentrate on one thing at a time.
2. Divide a big assignment into small pieces that can be done one at a time.
3. Learn to discipline yourself and feel good about it.
4. Learn to say NO to interruptions when you study.
5. Learn ways to study smarter, not harder.
6. Beware of perfection.
7. Build on successes. Profit from failures.

### Keep in mind...

The first step in organization is to survey non-educational time commitments and then plan an education program consistent with available time.

### Time Management & Study Techniques for Students

1. Identify your goals, strengths and weaknesses.
2. Identify your campus “help” and resources to build on your strengths and work to overcome your weaknesses.
3. Arrange for texts and required materials before classes meet.
4. Build a study plan, including when and how much you will need to study to meet your goals.
5. Go to EVERY class. Be there early!
6. Sit in the front row and keep your mind actively on your learning goals and expectations as outlined by your instructor.
7. Take good notes.
8. Ask for clarification when concepts are unclear to you.
9. Participate in class discussions.
10. Study with a partner, going over key points and clarifying question areas or points that may appear on exams.
11. Build a study plan for tests.
12. Do not miss quiz or test days.
13. Hand in assignments on time.
14. Set priorities for your day.
15. Schedule study time before class and soon after the lecture.
16. Determine a study area where you can concentrate; where you ONLY study.

## Academic Resource Center

### Ext. 1155

The Academic Resource Center offers a range of services to Iowa Central Community College students.

### Academic Assistance - Ext 1045

Regularly scheduled Academic Assistants help students study class materials, proofread papers, and complete assignments. Drop-in academic assistance is a free service available to all Iowa Central students. This is not only for students who are struggling or failing, but also for students who want to raise their grade from a “C” to a “B” or a “B” to an “A”. Academic Assistants are located in a designated area in the Academic Resource Center and are available for a variety of subjects. A schedule of available services can be located in the Academic Resource Center or on the Iowa Central website.

Classroom Assistance provides students a designated hour of one-on-one time with an Academic Assistant. This is helpful for students who feel they need more individual and exclusive work with a specific Academic Assistant. The student is registered for Classroom Assistance like a regular class for credit and is graded as Pass/Fail. One hour of Classroom Assistance is the cost of one credit hour and students may register for up to 4 hours per week of Classroom Assistance for the price of 4 credit hours.

Online tutorial help is provided through Smarthinking.com. Students can access up to 7 hours of help each year with writing, math, science, business, and many other fields of study through this online service. Smarthinking.com is accessed through TritonPass and is available 24/7.

### **Accommodation Services - Ext. 1045**

If you have a request for an accommodation based on the impact of a disability, it is Iowa Central's policy that you contact the Academic Assistance & Accommodations Coordinator to discuss your specific needs and to provide supporting information and documentation, so we may determine appropriate accommodations. The office for accommodations is located in the Academic Resource Center, and it can be reached by calling 515-574-1045. For online information about accommodations, please go to [www.iowacentral.edu/accommodations](http://www.iowacentral.edu/accommodations).

### **Information Media/Online Library - Ext. 1155**

A wide variety of media including books, DVDs, and periodicals is located in the Academic Resource Center. Computers, printers, headphones, and webcams are provided for student use. Photocopying and color printing are available for a nominal fee.

The online library is available both on and off campus: Gale and EBSCOhost are databases that offer access to thousands of articles, books, and videos; NAXOS allows students to listen to the world's most comprehensive collection of classical and jazz music; Films on Demand and Kanopy provide instant access to outstanding documentaries and films.

The Academic Resource Center staff provides research assistance and helps with the use of computers.

### **Testing - Ext. 1044**

Academic Resource Center staff administers make-up/accommodated tests for Iowa Central courses as well as standardized tests on all of our campuses.

A few guidelines that students need to be aware of are listed below:

- A valid photo ID is required for testing.
- All jewelry and personal items must be left in lockers during an exam.
- Pockets will be empty during testing.
- No hoods, coats, jackets, or hats are allowed in the testing room.
- All scratch paper and pencils will be provided by the Testing Center. Scantrons will need to be supplied by the student.
- No electronic books/tablets are allowed during open book exams. It is the student's responsibility to obtain a hard copy of the book for use in the Testing Center.
- No food or drinks, other than bottled water in a clear plastic container with all labels removed, will be allowed in the Testing Room. All water that is allowed must be kept on the floor.
- All testing must be completed in one sitting and turned in before closing time.
- Leaving the testing station/room after the exam has been distributed is not permitted unless prior approval has been granted.
- Exam accommodations need to be arranged with the Academic Assistance and Accommodations Coordinator (515.574.1045) or with the testing organization.
- Accommodated tests should be taken in the Testing Center during scheduled class time. A make-up time can be arranged with the instructor if classes are scheduled back-to-back.
- Students with accommodations for a reader and/or private testing room must schedule an appointment at least 2 days in advance with the appropriate Testing Center (Fort Dodge, Storm Lake, or Webster City).
- Accommodated exams are the only exams given in the Testing Center during finals week.
- No children are allowed in the Testing Center.
- Academic dishonesty will not be tolerated.
- Iowa Central is not responsible for lost, stolen, or damaged items.
- Refusal to comply with the above guidelines will result in denial of Testing Center services.

## **Accreditation**

Iowa Central Community College is accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools, 30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504, 1-800-362-2793, [www.ncacihe.org](http://www.ncacihe.org).

## **Add/Drop Procedure**

### **On Campus Classes**

Adding of an On Campus class can be done within the first 5 College calendar days of the term.

Dropping of an On Campus class (without a "W" on transcript) can be done within the first 5 College calendar days of the term.

\*For classes less than 15 weeks, contact the Student Records Office regarding the Add/Drop dates.

### **Online Classes**

Adding of an Online class can be done within the first 4 College calendar days of the term. Please note that this is different than classes offered on campus.

Dropping of an Online class (without a "W" on transcript) can be done within the first 5 College calendar days of the term which is the same as classes offered on campus.

\*For classes less than 15 weeks, contact the Student Records Office regarding the Add/Drop dates.

## **Advisors**

### **Enrollment/Recruitment Specialist - Ext. 1005**

Students will be assigned an advisor according to the area of study they have chosen. Advisors are teaching staff members, deans, and administrators who assist students in choosing the proper courses, organizing a class schedule, and giving students information they will need to achieve their goals.

Each semester before enrolling for classes, students are expected to visit their advisors and submit to them a tentative class schedule. The advisor will check over and approve the chosen course(s) before signing it, at which time the student may enroll.

## **Alcohol and Drug Abuse Prevention**

Iowa Central's goal is to provide a safe and healthy environment for students, employees, and visitors. As part of the Drug-Free Schools and Communities Act, the college aims to educate our community regarding health risks associated with drug and alcohol abuse. Appropriate referral to counseling and health agencies will be made for individuals as needed and sanctions will be imposed on students who violate policy. Sanctions could include written reprimand, suspension or dismissal, and referral for prosecution under local, state, and federal law.

### **Resources for Substance Prevention and Referral**

Iowa Central Community College recognizes drug abuse as a potential health, safety and security problem. The College provides free resources that are available on a confidential basis to help students with substance abuse treatment information and referrals.

Kelli Reuter, Mental Health Counselor  
reuter@iowacentral.edu or 515-574-1051

Amber Graves, Campus Nurse  
graves@iowacentral.edu or 515-574-1047

### **Standards of Conduct**

It is the policy of Iowa Central Community College that illegal drug use, including the possession, use and sale of alcoholic beverages will not be tolerated and action will be taken. Alcoholic beverages are not permitted on campus nor at any on- or off-campus activity subsidized by the College. This includes off-campus athletic contests. In addition, Iowa Central Community College enforces all state underage drinking laws and laws prohibiting the possession and sale of controlled substances.

### **More Information**

For more specific information on Iowa Central's drug and alcohol abuse prevention information, please visit [iowacentral.edu/consumer\\_info](http://iowacentral.edu/consumer_info).

## **Alumni**

### **Development and Alumni Relations Executive Director, Ext. 1145**

Visit the "Foundation" section of our webpage to sign up for the Iowa Central Alumni Association! You'll receive a subscription to our "Triton Pride" magazine and be kept informed on important alumni events throughout the year.



# Attendance

## Student Records - Ext. 1025

We believe that, unless students attend classes and are actively involved in their learning, learning will not take place. For this reason, Iowa Central has placed an emphasis on CLASS ATTENDANCE. Instructors record attendance in WebAdvisor.

**Automatic Grade Book Alerts:** Faculty can set thresholds for automatic attendance and grade alerts in the WebAdvisor Grade Book. Look for those notifications via email. Student advisors will also get copies of those alerts. For example, you may get an email when you miss two classes in a row or if your grade falls below 60 percent.

**Administrative Withdrawal:** A student will be administratively withdrawn from a class when the student is absent more than 25 percent of the total scheduled class meetings by the mid-point of the class. Automatic attendance notifications are sent when the number of absences exceed 15 percent and then again at 20 percent. School-sponsored absences do count towards these percentages, but the policy for contacting instructors prior to any such absences to arrange for missed work in advance is in place to prevent such absences from impacting a course grade. Students should talk to instructors about their absences and work with them to make plans for success before the 25 percent is exceeded. Students need to check an instructor's or program's attendance policy in the course syllabus, which may be more specific and grade-related.

**Student-Initiated Withdrawal:** If you no longer wish to be enrolled in a class, you are expected to withdraw from the course using the online withdraw form which is located in WebAdvisor. Students choosing to not use the online withdraw procedure must pickup a Change of Enrollment Form in the Student Records Office, obtain the instructor's signature and return the form to the Student Records Office for processing. Failure to process a Change of Enrollment form will result in the grade of "F" on your transcript.

# Bookstore

## Manager - Ext. 1080

The Bookstore is located in the Student Resource Center. New and used textbooks are available for all Iowa Central courses. The Bookstore also sells Iowa Central apparel, stamps, greeting cards, candy, classroom supplies, batteries, and much more.

### Hours

Fall and Spring Semesters

Monday-Wednesday .....	7:30 a.m. to 4:30 p.m.
Thursday .....	7:30 a.m. to 7:00 p.m.
Friday.....	7:30 a.m. to 4:00 p.m.
Summer Hours, Monday-Friday.....	7:30 a.m. to 3:30 p.m.

### Bookstore Return Policy

Students may return textbooks for credit at the Iowa Central Bookstore for the first five days of the official College calendar. To get full credit, present your receipt, and appropriate identification along with the textbook in the same condition as it was sold. Adjustments will be made for the credit given for textbooks that have been written in.

After the first five days of classes and during buy-back week at the end of the each semester, the credit given for qualifying textbooks will be up to 50% of the purchase price paid at the beginning of the semester. Books that cannot be returned for credit include: workbooks, books containing software, or textbooks that will not be used for classes in the future.

The Bookstore does not pay cash for returned books. Instead, all credit for returned books will be applied to the students college account balance. If the returned book transaction creates a credit balance on the students account, a refund check will be issued to the student within ten calendar days by the Iowa Central Business Office.

Also see "Online Bookstore" section on page 31.

## Building Codes/Room Numbers

Classrooms are listed by a building code, followed by a number or letter.

### Building Codes

AST	Applied Science & Technology
BHS	Bioscience & Health Sciences Building
CEB	Career Education Building
HC	Hanson Center
LIB	Liberal Arts Building
LB	Library Building (Webster City)
MU	Vocal Music classroom Instrumental Music classroom
SC	Science Building
SRC	Student Resource Center
SSS	Student Support Services Building
TC	Triton Café

### Classroom Number Codes

000s	Classrooms in the basement of AST
100s	Classrooms on main floor
200s	Classrooms on second floor
300s	Classrooms on third floor
400s	Classrooms on fourth floor of AST

## Bulletin Boards

### **Public Information Office - Ext. 1055**

Anyone wanting to post materials on the Iowa Central campus (or at each Center) must approve the item with the Public Information Office prior to posting. Items can be posted on bulletin boards only. Nothing is to be posted on glass door entrances. Placing flyers on cars on campus is prohibited. Flyers, posters, announcements, etc. posted without prior approval will be removed. All Iowa Central activities must get approval from the Director, Student Life and Activities prior to posting signs concerning that activity.

## Business and Information Technology Center (BIT Center)

### **BIT Center Coordinator - Ext. 1270**

The BIT Center is a computer lab located on the first floor of the AST Building (Applied Science and Technology Building). The BIT Center offers 15-16 self-paced courses per semester. These courses are Business Department courses and several are required for some of the programs in the Business Department. Students enrolled at the start of the term will have 15 weeks until the end of the term to complete a course. Students may enroll after the start of the term; however, they will only have the remainder of the term to complete coursework. Regardless of when a student enrolls, all coursework must be submitted by the last day of the term. Depending on individual pace, students may complete a course in less than 15 weeks.

Students receive a Learning Packet with course information and assignments. Assignments can be completed on any computer with the required software or in the BIT Center. Testing must be done in the BIT Center. Instructors are available for assistance during the hours that the BIT Center is open.

Check the Iowa Central Web Site for the current course listing and for the BIT Center hours.

## Business Office/Student Accounts

### **Business Office - Ext. 1067 or 800-362-2793 ext. 4880**

The College's Business Office is located in the Student Support Services Building. This is the office responsible for maintaining the financial records for all students. Students who enroll in credit and/or non-credit courses will have their tuition and fee charges appear on their student account. Students can view their student account activity using WebAdvisor. The Business Office sends out periodic billing postcards, answers question regarding charges, and receives payments on accounts.

Payments for tuition and fees are due in full prior to the start of classes, although a deferred payment plan is available for eligible credit courses in the fall and spring semesters.

Student accounts not paid in full will be referred to the College's collection agency. Iowa Central also participates in the State of Iowa Offset Program operated by the Iowa Department of Administrative Services to collect overdue account balances.

## **Campus Crime**

**Security Coordinator - Ext. 1295**

**Vice President, Enrollment Management and Student Development - Ext. 1050**

Iowa Central Community College realizes and understands the importance of providing a safe and secure environment for students and employees. The College is supportive of the Federal Student-Right-To-Know and Campus Security Act, Public Law 101-542, and is committed to taking the necessary actions to increase safety on campus.

Under the Act, by September 1st of each year, institutions must publish and distribute to current and prospective students and employees an annual security report that includes statistics concerning the occurrence on campus of certain criminal offenses reported to campus officials. The Act also requires institutions to provide a timely warning to the campus community about crimes that are considered to represent a continuing threat to students and employees. This warning must be done in a manner that will aid in the prevention of similar crimes.

A Campus Security Report will be published annually for the College community and posted on the Campus Security webpage ([www.iowacentral.edu/security/index.asp](http://www.iowacentral.edu/security/index.asp)). The College is committed to reviewing these statistics annually and taking the necessary steps to develop and implement additional safety practices or procedures needed to ensure an optimum safe environment for its students and employees.

## **Campus Security**

**Security Officer - 515-574-1000, 515-570-1895**

**Campus Phone - Ext. 1000**

The security staff is housed on the Fort Dodge Campus primarily to secure the College's buildings, grounds and to help enforce campus regulations. In the interest of protecting Iowa Central students, Campus Security may request that individuals show identification. Under certain circumstances, individuals without a proper Iowa Central ID may be asked to leave campus.

All incidents of theft, vandalism, assault, etc., should be reported to Security. Information will be gathered for a report and the appropriate personnel will be notified.

Students are encouraged to report all criminal incidents and/or suspicious activity to Campus Security, located in the Student Support Services Building or by calling 574-1000. Any crime on campus should be reported to an Iowa Central staff or faculty member, Security, or police authorities (911 for emergencies), depending on the urgency of the situation. Be aware on campus of personal items, including books, bags and purses. Small items, such as textbooks, can be stolen in less than one minute. Always be aware of the surroundings, and don't leave anything lying around unattended. If the incident is a medical emergency during school hours, contact the College nurse through any Iowa Central staff member or at Ext. 1047.

## **Career Services**

**Coordinator, Career Services - Ext. 1075**

Iowa Central Community College Career Services utilizes Career Services Manager (CSM) and InterviewStream which are two comprehensive web-based career services management solutions for students and alumni. CSM allows students and alumni to build a dynamic resume and cover letter, research occupational information, and search for jobs.

InterviewStream is the leading practice interview system that allows job seekers the opportunity to see and hear themselves online. Using a webcam, individuals will be able to simulate job interviews by responding to pre-recorded interview questions and practice both verbal and non-verbal communication skills. Afterwards, all interviews are immediately accessible online for friends, family, advisors, and instructors to assess and leave feedback.

Other services available include: resume critiquing, cover letter and thank-you letter assistance, career/job fairs, job searching resources, on-campus interviewing, labor market information, occupational information, internship opportunities, and job opening emails.

## Changing Address or Telephone

**Student Records - Ext. 1025**

Please notify the Student Records Office of any change. This will ensure that all documents will be forwarded to the proper address and contain accurate information.

## Changing Name

**Student Records - Ext. 1025**

Requests for a name change need to be made in writing and delivered to the Student Records office with the appropriate documentation. To make a name change the student must complete a Name Change Request Form and provide one piece of documentation; which can include one of the following:

- Marriage: Original marriage license bearing the filing stamp from the county from which the license was issued.
- Divorce: Original divorce decree that includes a specific decree granting restoration of the maiden name. The decree must be signed by the presiding judge and bear the county filing stamp.
- Court Order: Original court order signed by the presiding judge and bearing the county filing stamp.
- Citizenship by Naturalization: Original Certificate of Naturalization
- Correct an error on admission application: Birth Certificate, Driver's License, or current U.S. Passport.

The Registrar's Office does not have the authority to change names, social security numbers, and/or dates on previously issued college degrees and transcripts.

## Class Rosters

**Business Office - Ext. 4880**

Students showing up on a class roster labeled "NP" are considered not paid. Those labeled "CE" need to confirm their enrollment with the college. In both instances, faculty will direct students to the Business Office to clear up their accounts.

## Clubs, Organizations and Activities

Iowa Central Community College sponsors a wide variety of student clubs and organizations dealing with certain areas of study, as well as social opportunities. The following is a list of existing clubs and organizations, many state and national, and a description and contact person for the students who are interested in more information.

### Accounting Club

**Dr. Dawn Humburg, Advisor - Ext. 1281**

The Accounting Club is an organization specifically for Accounting and/or Business students at Iowa Central designed to foster business professionalism. We strive to connect students with business leaders from around the area to build connections with future employers. The club hosts a wide variety of events to expose students to the large number of opportunities available to them with their degrees.

### Art & Photography Club

**Rochelle Green, Advisor - Ext. 1182**

**Jennifer Dutcher, Advisor - Ext. 1178**

The club will inspire, challenge and educate you in Art and Photography. The projects and events are open to all level of artists. Events are held 2-3 times a semester. Watch for posts on Triton Pass and Triton Tidbits.

### Business Professionals of America - BPA

**Pam Uhlenkamp, Sponsor - Ext. 1279**

BPA is open to all students with an interest in Business. Members will have the opportunity to attend two State Leadership Conferences, one with competitive events. Those qualifying will have the opportunity to attend the National Leadership Conference and Competition. BPA provides professional development opportunities that make an impression on your resume! Learning and practicing leadership and fellowship - team skills, through club activities, fundraising, and community involvement. Demonstrating your skills in competitive events for general business, marketing, management, office and computer technologies (Office, Web-design, Systems, or programming), with the possibility of holding a BPA Iowa State Officer position - places you ahead of others all vying for the same jobs you want.

## **Collegian (College newspaper)**

**Advisor - Ext. 1058**

For students interested in working on the award-winning student newspaper. Learn about writing, editing, design and advertising in a professional setting.

## **Human Services Club**

**Larry McLuckie, Advisor - Ext. 1233**

The Human Services Club is an organization for all Iowa Central students. The club's purpose is to provide a gathering point for students who have a common interest in pro-social and volunteer activities. Membership is not limited to students in the Human Services Program. The group will offer a student opportunity to network with other students and develop new friendships. Members will also learn more about the community's human services agencies, programs, and services.

## **I.C. Green Club**

**Beth Collins, Advisor - Ext. 1244**

Through promoting education and awareness, advocating sustainable development, and introducing students to outdoor activities, the I.C. Green Club seeks to establish Iowa Central as an environmentally positive example for the benefit of the college itself, the greater Fort Dodge community, and the world at large. Any student who attends Iowa Central may be a member of I.C. Green.

## **Intramurals**

**Chad Helle, Director, Intramurals - Ext. 1346**

Flag football, volleyball, 3D archery, and basketball are all offered as intramural sport options. Sign-up dates and starting dates are listed on the calendar. For more information, contact the Student Activities Office at Ext. 1347.

## **PAS - Postsecondary Agricultural Student Organization**

**Mike Richards, Advisor - Ext. 1918**

One of the many purposes of PAS is to provide an opportunity for developing leadership abilities through participation in the employment experience programs, course work, and organization activities. It's motto is "Uniting Education and Industry in Agriculture".

## **Phi Theta Kappa**

**Samantha McClain, Advisor - Ext. 1080**

Iowa Central has a charter from the Phi Theta Kappa National Junior/ Community College Honor Society Fraternity. For membership into Phi Theta Kappa, the following criteria must be met: 1) Grade point must be 3.5 or higher (cumulative); 2) Must have accumulated 12 hours of college credit; 3) Developmental courses will not be considered as part of the criteria (grade point average and credit load); 4) Grades must be posted on transcript within three full weeks of end of term; 5) There is a one-time membership fee of \$80.00.

## **Skills USA**

**Sponsor - Ext. 1903**

SkillsUSA is the only national organization designed exclusively for students preparing for technical, skilled and service careers, including health careers. SkillsUSA offers opportunities for competitive events and awards from the local to national levels. Students will be actively involved in learning employability and leadership skills as part of SkillsUSA to help them prepare for a successful career.

## **Student Ambassador Program**

**Sara Scharf, Advisor - Ext. 1005**

**Megan Grove, Advisor - Ext. 1004**

The Enrollment Management and Student Development Office accepts applications for Ambassadors in the Iowa Central Student Ambassador Program. Ambassadors are required to devote 48 hours per semester giving college tours, phone calling and acting as host/hostess for activities sponsored by the President's Office and Enrollment Management and Student Development. Applications are available in the Admissions Office. (Student Support Services Building, Fort Dodge).

## **Student American Dental Hygiene Association- SADHA**

**Cindy DeWall - Ext 1326**

SADHA's mission is to advance the art and science of dental hygiene, and to promote the highest standards of education and practice in the profession. Our goal is to Empower, Support, and Develop Student Members, by offering opportunities for personal and professional development, leadership, and recognition for your achievements. Contributions to the community's oral health standards through professional activities with your state and local associations. Professional membership builds an identity for you and the dental hygiene profession.

## **Student Senate**

**Brandon Bush, Advisor - Ext. 1039**

**Jenny Shivers, Advisor - Ext. 1252**

**Craig Juilfs, Advisor - Ext. 1001**

Students participating in Iowa Central's Student Senate are able to earn valuable college credit (1 credit hour per term) and receive \$100-\$300 scholarship money per semester. Students will help plan and oversee voter registration drives, game nights, student recruitment, campus life, publicity, political action drives, karaoke contest, and other activities for Iowa Central students. Student Senators will also organize carnivals for elementary school children, toy and food drives to benefit impoverished and needy families, as well as other community service events.

## **Forming New Organizations**

**Director, Student Life and Activities - Ext. 1234**

If interested in starting a new campus organization, stop in the Student Activity Office for details. Membership must be made up of Iowa Central students with a full-time staff member as an advisor. Organizations and clubs that are sanctioned are allowed representation in the student government and can incorporate "Iowa Central" into its name. Organizations that do not qualify to be sanctioned may become recognized, allowing members to meet on campus.

## **College Business Hours**

College offices are open Monday-Thursday, 8:00 a.m. to 5:00 p.m. and Friday, 8:00 a.m. to 4:30 p.m.. The Enrollment Services Office is open Monday-Thursday from 8:00 a.m. to 5:00 p.m. and 6:00-9:00 p.m. and Fridays from 8:00 a.m.-4:30 p.m.

## **College Colors and Mascot**

The official colors of Iowa Central are navy blue and white. The mascot is the "Tri" the Triton, a mythological character.

## **College Networking**

Students who are employed by Iowa Central are expected to comply with Iowa Central employee policies, including the College Networking and Social Networking policy, while so employed. A copy of that policy is found in the Board of Directors' Social Media Policy, Board Policy.

## **College Procedures**

**Children In The Classroom:** Students are not allowed to bring children into the classrooms, labs, shops, or hallways during classtimes.

**Electronic Devices:** Cell phones, pagers, timers and similar devices are not to be operational during classroom, lab, and clinical times.

## **Collegiate Athletic Programs**

**Athletic Director - Ext. 1347**

An exciting and challenging athletic program is maintained at Iowa Central. Men have the opportunity to participate in baseball, basketball, bowling, cheer, cross country, dance, football, golf, marching band, pep band, rodeo, rugby, soccer, sports shooting, swimming, taekwondo, tennis, track & field, and wrestling. Womens' intercollegiate sports are basketball, bowling, cheer, cross country, dance, golf, marching band, pep band, rodeo, soccer, softball, sports shooting, swimming, taekwondo, tennis, track & field, and volleyball.

## **Compliance Information**

Compliance information can be found at the following websites:

Athletic participation rates and support data - <http://ope.ed.gov/athletics>

FERPA (Family Education Right and Privacy Act) - [www.ed.gov/offices/OM/fpco/ferpa](http://www.ed.gov/offices/OM/fpco/ferpa)

Financial Aid - [www.studentaid.ed.gov](http://www.studentaid.ed.gov)

Graduation Rates - <http://nces.ed.gov/IPEDS/COOL>

Title IX - [www.iowacentral.edu/about/titleIX.asp](http://www.iowacentral.edu/about/titleIX.asp)

## **Constitution Day**

In compliance with federal law, Iowa Central will provide educational programming about the U.S. Constitution each year during the week of September 17th. Watch for information on the Iowa Central website and in your Iowa Central email.

## **D.A.R.T. Bus Service**

The D.A.R.T. bus serves the Fort Dodge Campus, Monday through Friday. There are various pick-up and drop-off locations on campus. Please call the D.A.R.T. bus service for schedules at 573-8145.

## **Dental Hygiene Clinic**

**Clinic Manager - Ext. 1327**

Iowa Central Dental Hygiene Clinic accepts all patients with dental hygiene needs which are considered appropriate for teaching students current techniques of dental hygiene, regardless of race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance, veteran status, or sexual orientation. As a currently enrolled student at Iowa Central your basic services are free\*. All treatment is provided by dental hygiene students and supervised by licensed dental hygiene faculty and/or a licensed dentist. All patients with dental emergencies should seek care in a private dental office. Our students do not treat dental emergencies. Please schedule an appointment to be seen in the Dental Hygiene Clinic, located in the AST Building, Room 102.

## **Distance Learning**

**Dean, Distance Learning - Ext. 1097**

The Distance Learning Office includes a range of services. Online classes are offered in a variety of course disciplines (see below for additional details regarding Online classes). Students can also enroll in classes through our Triton Network system which provides T.V. classes to various locations throughout the region. In our high school partnerships area, we offer college classes to local school districts via our Earlybird (Concurrent Enrollment) Program, Senior Year Plus (Internet-Based & On campus classes), Charter School, and Post-Secondary Enrollment Options Act (PSEO). Contact the Distance Learning Office at 1-800-362-2793, Ext. 1098 to learn more about any of these offerings.

### **Online Classes**

Online classes are structured in format design with homework, assignments, assessments, projects, papers, etc. that must be completed at the end of each week. Students are not allowed to work ahead and must complete the class work within the corresponding week. Forums are also an essential portion of the class where participation points are acquired each week.

Students can find a comprehensive list of classes offered on the website under "Online Learning".

### **Distance Learning Financial Aid Attendance Policy**

Federal regulations state that a student must make academic progress in their classes in order to be eligible for financial aid to be disbursed. In an Online class, attendance requirements are met by submitting work, such as an assignment, quiz, or test in each Online class. The Financial Aid Office will verify that attendance is established prior to disbursing funds.

In situations where a student officially or unofficially withdraws from a class/es, Iowa Central may be required to return a percentage of financial aid to the federal government. This may result in the student owing a balance to Iowa Central. Our Return of Title IV Funds Policy can be found here: [www.iowacentral.edu/financial\\_aid/forms\\_docs/R2T4Policy.pdf](http://www.iowacentral.edu/financial_aid/forms_docs/R2T4Policy.pdf).

Withdrawing from a class/es may also affect a student's eligibility to receive Title IV funds in the future at Iowa Central. Our Satisfactory Academic Standards Policy can be found here: [www.iowacentral.edu/financial\\_aid/forms\\_docs/SatAcademicStandards2017.pdf](http://www.iowacentral.edu/financial_aid/forms_docs/SatAcademicStandards2017.pdf).

For questions regarding financial aid, please contact the Financial Aid Office at 1-800-362-2793.

## **Diversity Team**

**Ext. 1166**

The Iowa Central Community College Diversity Team is comprised of Iowa Central Community College faculty, staff, students, and community members to promote diversity, address issues, and offer education on the Iowa Central Community College campus. Topics regarding race, color, national origin, creed, religion, disability, sexual orientation, age, gender, socioeconomic status, and other related issues are addressed.

### **Mission Statement**

"To create a respectful and inclusive campus climate that enhances diversity while promoting excellence in teaching and learning"

### **Goals:**

1. Create and foster a welcoming diverse campus climate
2. To promote diversity and awareness among faculty, staff, and students
3. Meet the changing needs of the diverse student population

The Iowa Central Community College Diversity Team has a page on the Iowa Central Community College website. If you have concerns, questions, or would like to comment on diversity issues on the Iowa Central campus, please contact us. Committee members are listed on the web page. A photo gallery and dates of upcoming events are also posted.

## **E-mail/Internet Accounts**

For E-mail/Internet information, see "Technology at Iowa Central" section on page 43.

## **Emergency Notification System/TritonAlert**

**Help Desk - Ext. 1111**

The TritonAlert system allows students, staff and families to receive campus emergency alerts through text messages on a mobile phone, as well as through email. Users can be subscribed and unsubscribed to TritonAlerts from the Emergency Notifications link in TritonPass.

## **Emergency Procedures**

Iowa Central maintains an emergency management plan to guide it through a sensitive or dangerous situation. Examples include, but are not limited to, fires, explosions, natural disasters, and violent criminal events. When a significant incident is discovered or reported, the College will immediately investigate the situation to confirm there is a significant emergency that is causing or could cause a threat to the safety and health of students and/or employees. Law enforcement and other emergency management organizations, as applicable, will be called immediately. If necessary the President will declare an emergency and the college Emergency Incident Command will be established to resolve the situation and support any non-campus organizations called in to resolve the situation. Campus-wide notification will then be made immediately by Triton Alert, which will make notifications via text message, and e-mail. Other notification procedures, such as phone calls and messengers, will be made as time and personnel are available. Action will be taken immediately to isolate the affected area, remove those in the affected area, and stabilize the area pending arrival of emergency response organizations. Based on the specific situation, the College may issue media releases to inform the surrounding community. If law enforcement or emergency management has taken control of the situation, they will make their necessary media releases. When the College determines the emergency has ended and it is safe to return to campus or resume regular activities, another Triton Alert notice will be made. Depending on the duration of an emergency, interim notices via Triton Alert and media releases will be given as information is received. Triton Alert will be tested yearly. A test of the emergency management plan will be conducted at least once a year, usually in coordination with a Triton Alert test.

## **Enrolling for the Next Semester**

**Director, Enrollment Management - Ext. 1005**

You are strongly encouraged to begin planning your course of study for the next semester early. Your advisor will assist you and will inform you as to when class schedules will be available for the following semester. Schedules will be available in the Enrollment Management and Student Development Department. As classes fill quickly, make sure that you begin planning early!



# Equal Educational Opportunity Policy

## **Director, Human Resources - Ext. 1138**

Iowa Central Community College is committed to providing equal educational and employment opportunity regardless of age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, disability, or military service. Title IX of the Educational Amendments of 1972 prohibits discrimination on the basis of sex in any educational program or activity receiving federal financial assistance by way of grant, contracts, or loan. Title VI of the Civil Rights Act of 1964, is similar in its prohibition of discrimination on the basis of race, color, or national origin. Equal educational opportunity includes: admission, recruitment, extracurricular programs and activities, housing, facilities, access to course offerings, counseling and testing, financial assistance, employment, health and insurance services, and athletics. Iowa Central Community College is also committed to equal opportunities for persons with disabilities, in compliance with federal regulations (Section 504 and ADA).

Responsibility for equal employment and educational opportunity throughout the college rests with the President. The Director, Human Resources has been assigned the responsibility for promoting and encouraging progress in meeting the College's equal opportunity goals. All grievances, questions or requests for information should be referred to the Director, Human Resources.

## **FERPA**

The Family Educational Rights and Privacy Act of 1974 helps protect the privacy of student education records. The Act provides for the right to inspect and review education records, the right to seek to amend those records and to limit disclosure of information from the records. The intent of the legislation is to protect the rights of students and to ensure the privacy and accuracy of education records. The Act applies to all institutions that are the recipients of federal aid administered by the Secretary of Education.

### **What rights does FERPA afford students with respect to their education records?**

- The right to inspect and review their education records within 45 days of the day the college receives a request for access. Students should submit written requests to the registrar's office and identify the record(s) they wish to inspect. The staff of the office will make arrangements for access and notify the student of the time and place where the records may be inspected. If the requested records are not maintained by the registrar's office, the student will be notified of the correct official to whom the request should be addressed.
- The right to request an amendment to the student's education records that the student believes are inaccurate or misleading. Students may ask the college to amend a record that they believe is inaccurate or misleading. They should submit the request in writing to the registrar's office and clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing will be provided to the student when notified of the hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, D.C. 20202-5920

### **What is an education record?**

An "education record" is any record that is:

1. directly related to a student; and
  2. maintained by an educational agency or institution, or by a party acting for the agency or institution.
- This includes any information recorded in any way including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche.

**What is not considered an education record?**

- Sole possession records or private notes held by a school official that are not accessible or released to other personnel;
- law enforcement or campus security records that are solely for law enforcement purposes and maintained solely by the law enforcement unit;
- records relating to individuals who are employed by the institution (unless the employment is contingent on their status as a student);
- records relating to treatment provided by a physician, psychiatrist, psychologist; or other recognized professional and disclosed only to individuals providing treatment; and
- records of an institution that contain information about an individual obtained only after that person is no longer a student at that institution.

**Who is protected under FERPA?**

An "eligible" student under FERPA is a student who is 18 years of age or who attends a postsecondary institution (regardless of parental dependency). These rights begin on the day the student begins attending classes. Formerly enrolled students are also protected under FERPA. Students who have applied but have not attended an institution and deceased students do not come under FERPA guidelines.

**When is a student's consent not required to disclose information?**

When the disclosure is:

- to school officials who have legitimate educational interest,
- to federal, state, and local authorities involving an audit or evaluation of compliance with educational programs,
- in connection with financial aid; this includes Veterans' benefits,
- to organizations conducting studies for or on behalf of educational institutions,
- to accrediting organizations,
- to comply with a judicial order or subpoena,
- in a health or safety emergency,
- releasing of directory information,
- releasing the results of a disciplinary hearing to an alleged victim of a crime of violence.

**What is directory information?**

"Directory Information" may be released to third parties without the consent of the student, unless the student has signed and submitted a written request to the Registrar's office to restrict the release of directory information. At Iowa Central directory information includes:

- name
- home and school address and phone number
- e-mail address, both home and school
- date of birth
- major, degrees, honors and awards
- weight and height for athletic team members
- dates of attendance
- enrollment status (e.g. full time or half time)
- participation in recognized activities and sports
- previous education institutions attended

**What if I want my directory information held?**

Iowa Central will provide a form to be completed by students who want their directory information held. The "Nondisclosure of Directory Information" form must be completed and submitted to the Registrar's Office by the end of the first 10 class days of the term. The "Nondisclosure of Directory Information" will be in effect until the student requests in writing that it be revoked. Students requesting non-disclosure understand that their name will not appear in the graduation program, in sports bulletins, music & theater brochures, honor rolls, home town papers, etc. This form can be obtained at the Registrar's Office.

**Can I allow others access to my non-directory information?**

Iowa Central also provides a form to be completed by students that want their non-directory information released to others. The "Release of Confidential Information" form is often completed by students to give permission for Iowa Central to speak to their parents regarding, financial aid information, billing information, grades, GPA, class schedules, class attendance, housing information, health information, veteran's information and academic accommodation information. This form is available to students via WebAdvisor or a paper copy can be picked up at the Registrar's Office and is good for one year, so it must be completed each year.

# Financial Aid

## Director, Financial Aid - Ext. 1034

The primary purpose of a Financial Aid program is to provide assistance for students who otherwise might find it difficult or impossible to attend College. If you are experiencing difficulty due to finances, you are encouraged to visit the Financial Aid Office to determine if assistance may be available. Please do not withdraw from College for financial reasons without first having consulted with the Financial Aid staff.

Caring staff are available to answer questions. Feel free to stop in or to call for assistance with your financial aid needs. Please understand that any and all staff in the Enrollment Management and Student Development Department will work to answer your questions or assist you in any way. We are here to serve you!

Applications for Federal Student Aid take approximately one to two weeks for the central processing center to process. Filing early for financial aid benefits students by informing them of the assistance they will receive before classes begin.

It is necessary to apply for Financial Aid each year. Late filing of your application for Financial Aid may result in a delay in receiving funds prior to classes beginning or losing your opportunity of receiving some aid. You may file for the 2018-2019 year after October 1, 2017 and you may file for the 2019-2020 year after October 1, 2018. We have a priority deadline of March 1st for filing your FAFSA.

Your financial aid is disbursed to you contingent on you attending and successfully completing your coursework. Therefore, if you withdraw or do not attend, you may be required to repay part of your financial aid to the College or the Department of Education. This policy applies to recipients who are receiving Title IV funds which consist of Federal Pell Grant, Federal SEOG, and Direct Loans. You may obtain information on this policy from the Financial Aid Office.

For information on our Return of Title IV Funds Policy (R2T4) policy, visit [www.iowacentral.edu/financial\\_aid/forms\\_docs/R2T4Policy.pdf](http://www.iowacentral.edu/financial_aid/forms_docs/R2T4Policy.pdf)

## Financial Aid Satisfactory Academic Progress Policy

### Satisfactory Academic Progress

Iowa Central Community College is required to establish academic progress standards for students who are federal and state financial aid applicants or recipients. This policy ensures that any student who receives or applies for financial aid is making progress toward a degree. The student's total academic history is monitored regardless of whether he/she has previously received financial aid.

In order to maintain eligibility for financial aid, a student must meet the "Standards Requirements" listed below. Failure to meet these requirements results in the loss of aid. Programs affected by "Standards Requirements" include, but are not limited to:

Federal Pell Grant	Federal Direct Loan	Federal SEOG
Federal Work Study	Federal PLUS Loan	IA National Guard Program
IA Voc Tech Grant	IA Kibbie Grant	Other state programs

### Standard Requirements

1. Pace: Successfully complete 67% of attempted credit hours. This will be measured on a cumulative basis. Example: If the student attempts a total of 24 credit hours the first academic year, the student must satisfactorily complete 16 credit hours. (Example:  $24 \text{ credit hours} \times .67 (67\%) = 16 \text{ credit hours}$ .)
2. Maximum Time Frame: Completion of the academic program in 150% of the published credits. Example: Associate in Arts degree = 60 credit hours. Maximum attempted credit hours permitted to complete this program would be 90. ( $60 \text{ credit hours} \times 1.5 (150\%) = 90 \text{ credit hours}$ .)
3. Minimum Cumulative Grade Point Average:
  - A cumulative GPA of 2.00 must be met.

### Additional Information

1. Credit/no credit, course repeats, withdrawals, incompletes, and developmental courses will be included as part of the student's cumulative credit hours attempted for pace and maximum time frame purposes.
2. In computing the cumulative GPA for graduation, only the most recent grade earned in a course, that has been repeated, will be used.

3. Transfer Students are considered to be making satisfactory academic progress for financial aid purposes upon initial enrollment. Upon enrollment, relevant transfer credits and GPA that become part of the student's academic record at Iowa Central will be included in the student's satisfactory academic progress calculation. Students must send all official college transcripts in order to determine eligibility.
4. Courses taken for audit, hours via Institutional Proficiency Exams, Advanced Placement and hours via the College Level Examination Program will not be included as a part of the student's cumulative credit hours enrolled for maximum time frame purposes.

### **Monitoring Progress**

1. Academic progress will be monitored at the end of each term to determine if the "Standards Requirements" have been met.
2. Financial Aid Warning- The first term the student fails to meet the "Standards Requirements" the student will be placed on Financial Aid Warning. This warning period should be utilized by the student to meet the "Satisfactory Academic Progress Standards Requirements." The student will only be given one Warning term at Iowa Central.
3. Academically Ineligible – Students failing to show satisfactory progress during their warning period will be Academically Ineligible. A student may not receive any aid listed above while they are Academically Ineligible.

### **Reinstatement of Eligibility**

1. Complete the number of credit hours necessary to achieve the 67% requirement and/or minimum cumulative GPA needed for their grade level. This will be at the student's own expense. When these hours have been completed, the Financial Aid Office must be notified so eligibility for aid can be reinstated.
2. If special circumstances exist (including but not limited to: death of family member, personal or family illness, family crisis), the student may appeal by submitting a letter stating the reasons the "Standards Requirements" were not met and completing the Appeal Form. Appropriate third-party professional documentation may be required. The Appeals Committee will review the appeal. If the appeal is approved, eligibility for financial aid will be reinstated on a probationary status for one term.
3. If the student fails to meet the "Satisfactory Academic Progress Standards Requirements" after the probationary term, the student will be academically ineligible. The student has the option of completing an Academic Plan that will ensure the student meets the "Satisfactory Academic Progress Standards Requirements" at a specific point in time. If the student is not successfully following the Academic Plan they will no longer be eligible for financial aid at Iowa Central.

### **Submission Deadlines**

Appeals: Fall Term: October 1; Spring Term: February 12; Summer Term: July 6; 8 Week Online: 2 weeks after start of term.

Academic Plans: Fall Term: 5th day of the term; Spring Term: 5th day of the term; Summer Term: June 1; 8 Week Online: 2 weeks after start of term

All Appeals or Academic Plan Worksheets must be turned in prior to the submission deadline to be considered for that term. If the deadline date falls on a weekend/holiday, the Appeal or Academic Plan Worksheet must be turned in prior to the weekend/holiday.

### **Additional regulations that affect Veterans Benefit eligibility**

For satisfactory academic progress, the following academic performance criteria apply to all veterans or other students eligible for VA benefits. The Veterans Administration requires that all students receiving VA education benefits maintain satisfactory academic progress. Iowa Central defines satisfactory academic progress as achieving a cumulative 2.00 GPA. If a veteran does not make at least a "C" average (2.00) on all hours pursued, a warning period of one term will be granted. At the end of the warning term a cumulative GPA of 2.00 must be reached. If a 2.00 is not attained, the VA benefits will be withdrawn and the student will be academically ineligible to receive VA education benefits. Reinstatement of eligibility is obtained by either reaching the 2.00 cumulative GPA or a student can submit a letter of appeal. If the appeal is approved, eligibility for the VA benefits will be reinstated on a term probationary status.

## Fitness Center/Iowa Central REC

### Director - Ext. 1234

The Fitness Center/Iowa Central REC is located in the Career Education Building on the Fort Dodge Campus. Operating hours are as follows:

Monday-Thursday - 5:00 AM-9:30 PM  
Friday - 5:00 AM-8:00 PM  
Saturday - 8:00 AM-2:00 PM  
Sunday - 8:00-10:00 AM and 3:00-7:00 PM

## Food Service

### Director of Food Service - Ext. 1376, Kitchen - Ext. 1375, Triton Zone - Ext. 1374

Great Western Dining Food Service is available in the Triton Zone. Breakfast, lunch and snacks are all available for purchase. Hours are 7:30 AM-2:30 PM, Monday through Friday.

Triton Cafe Dining Hours:

Breakfast..... 7:30-9:00 AM  
Continental Breakfast..... 8:00-8:30 AM  
Lunch..... 11:00 AM-1:30 PM  
Dinner..... 5:00-7:00 PM (Monday-Thursday), 5:00-6:30 PM (Friday)  
Weekends ..... 11:00 AM-12:30 PM (brunch), 4:30-6:00 PM (dinner)

Sick tray and sack lunches are available by seeing the Triton Cafe cashier. Menus are posted online at [www.iowacentral.edu/food\\_service/index.asp?ss=t](http://www.iowacentral.edu/food_service/index.asp?ss=t). If classes start late breakfast is served from 8:00-9:00 AM. If classes are cancelled there is no breakfast and meals are served at 11:00 AM-12:30 PM and 4:30-6:00 PM.

## Grade and Cumulative Grade Point Average (G.P.A.)

### Registrar - Ext. 1020

The Grade Point Average is determined in the following manner:

1. Allow 4 points for an A; 3 points for a B; 2 points for a C; 1 point for a D; and 0 points for an F.
2. Multiply the number of points equivalent to the letter grade received in each course by the number of credit hours for the course to arrive at the quality points earned in each course.
3. Divide the sum of quality points by the total number of credit hours. The quotient represents the Grade Point Average for the semester.

The Cumulative Grade Point Average is determined in the same manner as the Grade Point Average, except that all of the student's work, not including developmental courses, are used in the computation.

Developmental courses are graded with AP, BP, CP, DP, and FQ.

### Sample computation:

Class	Grade	Per Credit Quality Points	Credits	Total Quality Points
The College Experience	A	4	1	= 4
Introduction to Keyboarding	A	4	1	= 4
Composition 1	B	3	3	= 9
Elementary Algebra	CP	0	4	= 0
Introduction to Psychology	C	2	3	= 6
Introduction to Biology	D	1	3	= 3
Introduction to Biology Lab	F	0	1	= 0

26 quality points divided by 12 credits that carry quality points equals a grade point average of 2.16.

### Final Grades

Student grades are distributed to Iowa Central students via WebAdvisor. Refer to the WebAdvisor information in this handbook to gain access to your grades.

### Incomplete Grades

An incomplete ("I") grade in a course has an immediate effect on a student's semester GPA. A meeting arranged by the student with the instructor is held to discuss the reason for the incomplete grade. A contract between the student and instructor, stating the details and time schedule of work that is to be made up, must be agreed upon and signed, and must be submitted prior to the end of the term. The maximum time allowed for an incomplete is one year from the start date of the class. After all work is completed, the instructor will make the proper grade changes for the student's permanent record. Incompletes are approved only for unusual circumstances with appropriate documentation.

## Grade Appeal

*The following section is from Iowa Central Community College Board Policy #408*

A student who believes a course grade is inaccurate may seek an appeal as follows:

1. Within 60 calendar days following the end of a course, the student will inform the instructor or Dean in writing of questions concerning the course grade. The written correspondence will address all questions concerning the criteria and procedures the instructor used in determining the grade, the process by which it was assigned, and to request error correction, if any, in the grade.
2. Within 14 calendar days after the instructor's receipt of the student's written questions, the instructor will offer to meet or communicate with the student to attempt to resolve the questions concerning a grade.
3. If, after the discussion with the instructor, the student believes that the grade is still inaccurate, within 14 calendar days of the instructor's decision, the student will submit in writing to the department Dean regarding all questions concerning the course grade. Within 14 calendar days after receipt of the student's written questions, the Dean shall meet or communicate with the instructor and student separately and/or together in an effort to resolve the question regarding the grade.
4. If the steps above do not solve the question regarding the grade, the student may submit his/her written questions concerning the course grade to the Vice President of Instruction no later than 10 calendar days after the Dean delivers his/her final decision of the grade. Within 14 calendar days after receipt of the written questions from the student, the Vice President of Instruction will submit to the student, the instructor, and the Dean a written decision concerning the appeal of the grade.

## Grades

Student grades are distributed to Iowa Central students via WebAdvisor. Refer to the WebAdvisor information in this handbook to gain access to your grades.

## Grades Earned in Repeated Courses

*Registrar - Ext. 1020*

Grades earned in courses that have been repeated will be administered and interpreted according to the following guidelines:

1. Grades earned in all enrolled classes will be recorded on the permanent transcript.
2. In computing the cumulative grade point average for graduation, only the most recent grade earned in a course that has been repeated will be used.
3. For purposes of satisfying a prerequisite, the most recent grade earned in a course will be used.

## Graduation

### Commencement

Commencement exercises are designed to provide formal recognition to students who have satisfied the requirements for a certificate, diploma, or associate degree. Students are encouraged to attend the Commencement ceremony at the time of graduation. Commencement for the 2018-2019 college year will be held Thursday, May 9th, 2019 at 4:00 PM in Hodges Fieldhouse.

### Graduation Declaration

Students who plan to receive a certificate, diploma, or associates degree must declare to graduate with Student Records by completing the Graduation Declaration with an advisor via WebAdvisor. The Graduation Declaration should be completed at the time of registration for the semester prior to the completion of college coursework.

Iowa Central Community College grants certificates, diplomas, and associate degrees to certify the successful completion of programs of study.

Students may elect to graduate under requirements stated in the catalog in effect at the time of initial entry or in effect during the term of graduation.

Acceptance of transfer credit by Iowa Central toward a degree does not guarantee acceptance at other colleges. We urge students to consult with the college or university where they intend to transfer for more information.

# Harassment and Violence

*The following section is from Iowa Central Community College Board Policy #223*

**1. Introduction:** As an educational institution, Iowa Central Community College strives to provide a respectful, safe, and non-threatening environment for students and employees. The mission of the College is to promote intellectual discovery, physical development, social and ethical awareness, and economic opportunities for all through an education that transforms lives, strengthens community, and inspires progress. Harassment and violence against students, faculty, and staff subverts this mission and will not be tolerated. This policy describes prohibited conduct, establishes procedures for reporting and addressing complainants of incidents of prohibited conduct, and describes educational programs to be conducted by the College to heighten awareness of prohibited conduct described below.

**2. Prohibitions:** It is the policy of Iowa Central Community College to maintain a learning and working environment that is free from harassment or violence based on race, color, religion, creed, sex, sexual orientation, gender identity, sex stereotyping, marital status, socioeconomic status, military service, national origin, age, disability, and/or any other status protected by federal, state, or local law. The College prohibits any form of harassment or violence against an employee or student based on race, color, religion, creed, sex, sexual orientation, gender identity, sex stereotyping, marital status, socioeconomic status, military service, national origin, age, disability, and/or any other status protected by federal, state, or local law and/or because the person opposed unlawful discrimination and/or participated in an investigation or complaint concerning unlawful discrimination. For purposes of this policy, these prohibitions also apply to Iowa Central Community College trustees, agents, volunteers, contractors, or persons subject to the supervision and control of Iowa Central Community College.

It is a violation of College policy for any student, faculty member, staff member, administrator or other employee to harass any student, faculty member, administrator, or other College employee based on sex stereotyping and/or because of that person's race, color, religion, creed, sex, sexual orientation, gender identity, marital status, socioeconomic status, military service, national origin, age, disability, and/or any other status protected by federal, state, or local law.

It is a violation of College policy for any student, faculty member, staff member, or administrator or other College employee to inflict, threaten to inflict, attempt to inflict, and/or to aid in inflicting violence upon any student, faculty member, staff member, administrator or other College employee based on sex stereotyping and/or because of that person's race, color, religion, creed, sex, sexual orientation, gender identity, marital status, socioeconomic status, military service, national origin, age, disability, and/or any other status protected by federal, state, or local law. Further prohibited conduct applicable to students is described in Board Policy 416, Violence Prevention and Threat Assessment. Also, other prohibited conduct applicable to students, faculty, staff members, administrators, or other College employees is described in Board Policy Number 313, Technology and Board Policy Number 315, Social Media.

This policy covers prohibited conduct occurring both on-campus/center and off-campus:

- a. On-campus/center violations: prohibited conduct that occurs on property owned or controlled by the College;
- b. Off-campus violations: prohibited conduct that occurs during College sponsored events or during a College affiliated organization's sponsored event (e.g. field trips, social and educational functions, College related travel, athletic related events and travel, and student recruitment activities and travel); and
- c. At any location, including through electronic media such as e-mail or social networking websites, and involving any College faculty, staff, or student, provided that:
  1. The incident occurs at a College-sponsored activity or during an event sponsored by an organization affiliated with the College, including a student organization;
  2. The accused or the complainant was acting in an official capacity for the College during the incident;
  3. The accused or the complainant was conducting College business during the incident;
  4. The conduct has the purpose or reasonably foreseeable effect of substantially interfering with the work or educational performance of College students, faculty, or staff;
  5. The conduct creates an intimidating or hostile environment for anyone who is involved in or seeks to participate in College employment, education, on-campus living, or other College-sponsored activities; or
  6. The conduct demonstrates that the individual poses a reasonable threat to College campus/center safety and security.

**3. Definitions:** Harassment is conduct or speech which is offensive or shows malice toward an individual based on sex stereotyping and/or because of a person's race, color, religion, creed, sex, sexual orientation, gender identity, marital status, socioeconomic status, military service, national origin, age, disability, and/or any other status protected by federal, state, or local law.

- Violence as it relates to the content of oral, written, or symbolic speech falls within prohibited activity if:
- The content consists of those personally abusive epithets which are inherently likely to provoke a violent reaction,
  - The content is a serious expression of an intent to commit an act of unlawful violence to a particular individual or group of individuals, or
  - The content is a threat to a person or group of persons with the intent of placing the victim in fear of bodily harm or death.

Conduct that constitutes a protected exercise of an individual's rights under the First Amendment to the United States Constitution (and related principles of academic freedom) shall not be deemed a violation of this policy.

Harassment as it relates to conduct is intentional conduct directed toward an identifiable person or persons based on sex stereotyping and/or because of the person's race, color, religion, creed, sex, sexual orientation, gender identity, marital status, socioeconomic status, military service, national origin, age, disability, and/or any other status protected by federal, state, or local law that is sufficiently severe, pervasive, or persistent that it interferes with work, educational performance, on-campus living, or participation in a College activity on or off campus.

**4. Sexual Harassment:** Sexual harassment is a form of sexual discrimination that violates Title VII of the Civil Rights Act of 1964 and/or Title IX of the Education Amendments of 1972. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment or of obtaining the College's program (academic course) and/or other College sponsored activities;
- Submission to or rejection of that conduct or communication by an individual is a factor in decisions affecting that individual's employment or education; or
- That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or a student's ability to participate in or benefit from a College program (academic course) or activity sponsored by the College or creating an intimidating, hostile, or offensive employment environment or educational or on-campus living environment.

Sexual harassment subverts the mission of the College and threatens the careers, educational experience, and well-being of students, faculty, and staff. The College will not tolerate sexual harassment, nor will it tolerate unwelcomed behavior of a sexual nature toward members of the College community when that behavior creates an intimidating or hostile environment for employment, education, on-campus living, or participation in a College sponsored activity.

Sexual harassment is especially serious when an instructor harasses a student or a supervisor harasses a subordinate. In such situations, sexual harassment unfairly exploits the power inherent in an instructor's or supervisor's position. However, while sexual harassment often takes place in situations where there is an abuse of a power differential between the persons involved, the College recognizes that sexual harassment is not limited to such situations. Sexual harassment can occur when a student harasses an instructor, when a subordinate harasses a supervisor, or between persons of the same status as students or employees.

Sexual harassment may also include, but is not limited to, conduct described below:

- Gender Harassment is generalized sexist statements and behavior that convey insulting or degrading attitudes including acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping or a person's failure to conform to stereotypical notions of masculinity or femininity even if those acts do not involve conduct of a sexual nature. Examples include suggestive or sexually explicit posters, calendars, photographs, graffiti, cartoons, e-mail, voicemail, and social media including but not limited to Facebook and twitter; and sexually explicit jokes or humor focused toward a particular gender.
- Seductive Behavior is unwanted, inappropriate and offensive sexual advances. Examples include repeated unwanted sexual invitations, insistent requests for dinner, drinks or dates, persistent letters, phone calls and other invitations.
- Sexual Bribery is solicitation of sexual activity or other sex-linked behavior by promising a reward (a better grade, promotion, etc.) for performing the activity or behavior. The proposition may be either overt or subtle.
- Sexual Coercion is sexual activity or other sex-linked behavior by threat of punishment. Examples include negative performance evaluations, withholding promotions, threats of termination, or threats of a failing or lower grade.



- Sexual Imposition includes deliberate assaults or molestation, or unwanted physical contact such as patting, pinching, “friendly” arms around the shoulder or intentionally brushing against another person’s body. This includes any intentional sexual touching, however slight, with any object, by a man or a woman upon a man or a woman, that is without consent and/or by force such as intentional contact with the breasts, buttock, groin, or genitals, or touching another person with any of these body parts, or making another touch you or themselves with or on any of these body parts; and any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.
- Other conduct or behavior of a sexual nature deemed inappropriate by a College employee and/ or student.

**5. Evidence of Sexual Harassment:** Behavior that may constitute, or be evidence of, prohibited sexual harassment includes, but is not limited to, the following:

- a. Physical assault;
- b. Direct or implied threats that submission to sexual advances will be a condition of, or that failure to submit to such advances will adversely affect, employment, work status, promotion, grades, letters of recommendation, or participation in a College sponsored activity;
- c. Direct propositions of a sexual nature or persistent unwelcomed efforts to pursue a romantic or sexual relationship, including subtle pressure for sexual activity, an element of which may be repeated staring;
- d. A pattern of unwelcomed sexually explicit gestures, statements, questions, jokes, or anecdotes, whether made physically, orally, in writing, or through electronic media (see Board Policy Number 313 Technology and Board Policy Number 315 Social Media Policy);
- e. A pattern of unwelcomed conduct involving:
  1. Unnecessary touching;
  2. Remarks of a sexual nature about a person’s clothing or body;
  3. Remarks relating to sexual activity or speculations concerning previous sexual experience; or
  4. Stalking another person who reasonably perceives the stalker is pursuing a romantic and/or sexual relationship, and stalking of a sexual nature that is directed at a specific person that would cause a reasonable person to feel fear; or
- f. A display of graphic sexual material (not legitimately related to the subject matter of an academic course, if one is involved, or to job requirements) in a context where others are not free to avoid the display because of an employment or educational requirement or without surrendering a privilege or opportunity that others may reasonably expect to enjoy in that location.

In determining whether alleged conduct constitutes sexual harassment, the College will consider all available information and will review the totality of the evidence, including the context in which the alleged incident(s) occurred, to determine whether it is more probably true than not that the harassment in violation of this policy occurred. Although repeated incidents generally create a stronger claim of sexual harassment, a single serious incident can be sufficient. Determinations will be made on a case-by-case basis.

Expression that constitutes a protected exercise of an individual’s free speech rights under the First and Fourteenth Amendments to the United States Constitution shall not be deemed a violation of this policy.

Isolated behavior of the kind described above that does not rise to the level of sexual harassment but that, if repeated, could rise to that level, demonstrates insensitivity that may warrant remedial measures. Academic or administrative personnel who become aware of such behavior in the College environment should counsel those who have engaged in the behavior. Such counsel should include a clear statement that the behavior is not acceptable and should cease, information about the potential consequences if such behavior persists, and a recommendation, as appropriate, to undertake an educational program designed to help the person(s) understand the harm caused by the behavior.

**6. Courses of Action:**

- a. Students who feel that they have been the subjects of such harassment should advise the Vice President of Enrollment Management and Student Development or the College’s Director, Human Resources/Equal Employment Opportunity (EEO) Coordinator.
- b. Staff members should advise one of the following: their immediate supervisor, the appropriate Vice President, or the College’s Director, Human Resources / EEO Coordinator.
- c. When the College is informed or made aware of a possible harassment situation, an investigation will be conducted as described in the procedure for a Formal Complaint in this policy.

**7. Sexual Violence:** Sexual violence is prohibited and as specifically addressed in the Violence Against Women Reauthorization Act of 2013, Section 304, Campus Sexual Violence Act provisions amending Section 485(f) of the Higher Education Act of 1965 (the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act). Sexual violence refers to physical sexual acts perpetrated against a person's consent or where a person is incapable of giving consent due to the victim's use of drugs or alcohol or due to an intellectual or other disability. A number of different acts fall into the category of sexual violence, including rape, acquaintance rape, domestic violence, dating violence, sexual assault, stalking, and acts as defined below, as well as aiding acts of sexual violence.

**Definitions:**

- Consent: Clear, knowing and voluntary participation in sexual conduct by person of the age and intellectual capacity to give lawful consent, and may be given by words or actions, as long as words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) the sexual activity. Consent must be active, not passive. Silence, in and of itself, cannot be interpreted as consent. Lack of protest or resistance does not constitute consent. Consent to any one form of sexual activity cannot be automatically implied to be consent to any other form of sexual activity. Previous relationships or prior consent cannot imply consent to future sexual acts. Persons who want to engage in the sexual activity are responsible for obtaining consent and the clearly giving of consent. Consent should never be assumed.

Iowa Code provides that the following persons are unable to give consent:

- Persons who are asleep or unconscious (Iowa Code Section 709.1A);
- Persons who are incapacitated due to the influence of drugs, alcohol, or medication (Iowa Code Section 709.1A);
- Persons who are unable to communicate consent due to a mental or physical condition (Iowa Code Section 709.1A); or
- Generally, minors under the age of 16 (Iowa Code Section 709.4).
- Domestic Violence: Includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of Iowa.
- Dating Violence: Violence committed by a person:
  - Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
  - Where the existence of such a relationship is determined based on a consideration of the following factors:
    - The length of the relationship,
    - The type of relationship.
    - The frequency of interaction between the persons involved in the relationship; and
  - May occur any time even if first and only date.
- Non-Consensual Sexual Intercourse: Any sexual intercourse however slight, with any object, by a man or woman upon a man or a woman, which is without consent and/or by force. Intercourse includes vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.
- Sexual Assault: Subjecting another person to sexual touching that is unwanted.
- Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
  - Fear for his or her safety or the safety of others; or
  - Suffer substantial emotional distress.
- Sexual Exploitation: Occurs when a person takes non-consensual and abusive sexual advantage of another for his or her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise fall in one of other definitions sexual misconduct offenses, such as, but not limited to, non-consensual video or audio-taping of sexual activity, engaging in voyeurism, prostituting another person, engaging in indecent exposure, or knowingly transmitting a STI or HIV to another person.
- Substantial Threat: reported conduct that by its nature causes a person to reasonably believe that a high risk exist that violent acts and physical harm against another person or persons may occur.

Racial, religious, national origin, marital status, socioeconomic status, military service, age, and disability harassment: Physical or verbal conduct relating to an individual's race, color, creed, religion, national origin, marital status, socioeconomic status, military service, age, and/or disability when the conduct:

- Has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment; or
- Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
- Otherwise unlawfully and adversely affects an individual's employment or ability to participate in or benefits from the College's programs (academic courses) and/or College sponsored activities.

The use of alcohol and/or drugs will not excuse any behavior that violates this policy.

**8. Reporting Sexual Violence:** Iowa Central Community College strongly encourages all members of the College community to report incidents of sexual violence to any of the following resources:

- In the event of an immediate threat, danger, or injury, the reporting person should contact the local authorities by dialing 911 and then contact Campus Security by dialing 515-574-1000;
- For non-emergencies, the reporting person is encouraged to contact College Campus Security by telephone at 515-574-1000 or by e-mail at [security@iowacentral.edu](mailto:security@iowacentral.edu) or to contact the Vice President of Enrollment Management & Student Development by dialing 515-574-1050 or by the e-mail address provided in the College directory. Both the Campus Security and the Vice President of Enrollment Management & Student Development will notify the Director, Human Resources / Equal Employment Opportunity (EEO) Coordinator of the report. This notification does not require that the reporting person file a formal complaint.
- Students are also encouraged to speak to any member of the College full-time faculty, the Campus nurse whose telephone number is 515-574-1047, or to the College mental health counselor whose telephone number is 515-574-1051. The faculty member or other professional staff member receiving the report should notify the College's Director, Human Resources / EEO Coordinator, by the e-mail address provided in the College directory or other written form immediately.

**Confidentiality:** Certain College officials have a duty to report sexual assault, domestic violence, dating violence and stalking for federal statistical reporting purposes (such as pursuant to the Clery Act, 20 U.S.C. § 1092). All personally identifiable information is kept confidential, but statistical information must be reported to College Campus Security regarding the type of incident, date, and the location of the incident (using Clery Act location categories and crime category as described in the College's Annual Campus Security Report).

As is a function of any educational institution, Iowa Central Community College must balance the needs of the individual student or the individual employee with the obligation to strive to protect the safety and well-being of the college community at large. Therefore, depending on the seriousness of the reported incident, further action may be necessary, including a campus security alert concerning a reported incident confirmed to pose a substantial threat to members at large of the campus community. The College will make every effort to ensure that a victim or the reporting person's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger.

**9. Procedure for Filing and Investigating a Formal Complaint of Harassment or Violence:** The following procedure is established for processing and investigating formal complaints of harassment or violence by a student, faculty member, staff member, administrator, or other College employee because of on race, color, religion, creed, sex, sexual orientation, gender identity, sex stereotyping, marital status, socioeconomic status, military service, national origin, age, disability, and/or any other status protected by federal, state, or local law, including but not limited to cases of alleged domestic violence, dating violence, sexual assault, or stalking and for determining appropriate disciplinary action.

It is the College's intent that this procedure will provide a prompt, fair, and impartial investigation and resolution process, will treat the complainant with sensitivity and fairness, will be conducted by College officials who receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation process that protects the safety of victims and promotes accountability, and will provide due process to the accused individual if any disciplinary action is to be imposed. In situations where an accused individual faces a relating criminal charge, the College reserves the right to proceed with this procedure as to a formal complaint, including any disciplinary action that may be imposed, at the same time that a criminal process may be proceeding.

Iowa Central Community College will act to investigate all formal complaints, to take appropriate action based on the weight of the totality of the evidence, against any student, faculty member, staff member, administrator, or other College employee when it is determined that it is more probably true than not that harassment or violence in violation of this policy has occurred.

**Filing a Formal Complaint** - Any person who believes he or she has been the victim of harassment or violence by a student, faculty member, staff member, administrator, or other College employee because of race, color, religion, creed, sex, sexual orientation, gender identity, sex stereotyping, marital status, socioeconomic status, military service, national origin, age, disability, and/or any other status protected by federal, state, or local law may file a written formal complaint with the College's Director, Human Resources / EEO Coordinator.

**Confidentiality** - As the College's procedure for handling formal complaints is initiated and completed, all involved parties will be expected to respect the sensitive nature of the matter and to protect, to the extent possible consistent with the College's legal obligations, the confidentiality of the complainant, the person accused, and all those involved in the investigation. Iowa Central Community College will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the College's legal obligations to investigate and to take appropriate action. Unless otherwise required pursuant to a legal obligation, only people who need to know will be told and information will be shared only as necessary with investigators, the complainant, the accused individual, witnesses, appropriate Administrators, and the Title IX Appeal Team (as applicable).

**Complaint Investigation Procedure** - It is the College's intent that this procedure will provide a prompt, fair, and impartial investigation and resolution process. The College recognizes that time is of the essence in the investigation, decision making, and appeal processes. The College will make every reasonable effort to conclude its full investigation of a formal complaint, decision by the College's Director, Human Resources / Equal Employment Opportunity (EEO) Coordinator, and processing of any appeal within sixty (60) calendar days from its receipt of a complaint. The time periods specified in paragraphs numbered 1, 2, and 3 below and in paragraph numbered 2 in the Appeal section are institutional expectations. The College's Director, Human Resources / EEO Coordinator will document the reason for extending any specified time period and will provide to the complainant and to the person accused (respondent) periodic written notice of any extension of a specified time period and of the status of the investigation.

The College's Director, Human Resources / EEO Coordinator may appoint an assistant to act in her absence and/or to facilitate the timely resolution of a formal complaint.

- a. Within two (2) calendar days (excluding weekends and federal holidays) of the receipt of the formal complaint, the College's Director, Human Resources / EEO Coordinator shall designate the incident investigating official or officials who will investigate the formal complaint (such individual or individuals shall not be the party charged with having committed the alleged harassment and/or violence).  
If the College's investigator determines to interview the complainant and/or of the accused individual, the person so interviewed may elect to have another person present during the interview, including the opportunity to be accompanied by an advisor of his or her choice and at his or her expense. But in no event may such election interfere with the interview or disrupt the complaint procedure process provided herein.
- b. A written statement from the complainant shall be obtained by the designated investigating official(s) within two (2) calendar days (excluding weekends and federal holidays) of their designation and request complainant have no contact with the respondent pending the investigation. The investigating official will then immediately contact the respondent, inform the person of the basis of the complaint and provide the person an opportunity to respond with a written statement. The investigating official shall specifically request that the respondent have no contact with the complainant pending the investigation. The respondent will then have two (2) calendar days (excluding weekends and federal holidays) from the date of notification to make a written response to the investigating official.
- c. Upon receipt of the response(s), the investigating official shall report in writing to the College's Director, Human Resources / EEO Coordinator the fact findings of the investigation and shall in writing notify the complainant and the respondent of said written fact finding report within fourteen (14) calendar days (excluding weekends and federal holidays) of the appointment of the investigating official. The College's Director, Human Resources / EEO Coordinator shall review the written fact finding report to determine, by the weight of the evidence, taking into account the totality of all reported evidence, if it is more probably true than not that harassment or violence in violation of this policy has occurred. Upon completion of the review and determination by the College's Director, Human Resources / EEO Coordinator, both the complainant and the respondent shall be notified separately in person and in writing by the College's Director, Human Resources / EEO Coordinator of her decision within seven (7) calendar days (excluding

weekends and federal holidays) of receiving the investigating officer's written report. The complainant and the respondent shall be notified if the College's Director, Human Resources / EEO Coordinator is unable to meet with them in person within seven (7) calendar days (excluding weekends and federal holidays) and a meeting will be scheduled as soon as possible. The College's Director, Human Resources / EEO Coordinator will meet separately with the complainant and with the respondent and will address any questions concerning the determination or resolution with each individual during the respective meeting.

d. If it is determined it is more probably true than not that a violation of College policy has occurred, the College's Director, Human Resources / EEO Coordinator will forward her written decision to the administrator with authority discipline or to make recommendations concerning discipline and who will take or recommend appropriate disciplinary action.

**Retaliation Prohibited** - Iowa Central Community College will discipline or take appropriate action against any student, faculty member, staff member, administrator, or other College employee who retaliates against any person who reports harassment or violence under this policy.

Any student or employee of the College who retaliates against another for testifying, assisting, or participating in any investigation or proceeding relating to harassment or violence under this policy will be subject to discipline. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

**10. Disciplinary Action:** The College reserves the right to take whatever measures it deems necessary in response to a complaint of harassment or violence by a student, faculty member, staff member, administrator, or other College employee because of race, color, religion, creed, sex, sexual orientation, gender identity, sex stereotyping, marital status, socioeconomic status, military service, national origin, age, disability, and/or any other status protected by federal, state, or local law. Such measures include as to employees discipline up to and including recommending termination of employment and as to students include, but are not limited to, modification of on-campus housing arrangements, interim suspension from campus pending a decision, and expulsion, and as to employees and students reporting the matter to local law enforcement agency in Fort Dodge, Iowa or in the community where another center/campus of the College is located. Not all forms of sexual misconduct will be deemed to be equally serious offenses and the College reserves the right to impose different sanctions, ranging from verbal warning to expulsion of enrollment or to termination of employment, depending on the severity of the offense. The College will consider the concerns and rights of both the complainant and the respondent.

#### **11. Appeal:**

- a. The individual, in accordance with Board policy, the Master Agreement, the Collective Bargaining Agreement, the Student Handbook, or Employee Handbook, whichever applies, may appeal any disciplinary action resulting from this procedure.
- b. In the event the complainant and/or the respondent is dissatisfied with the Director, Human Resources/EEO Coordinator's decision, the individual may appeal in writing to the Title IX Appeal Team within five (5) calendar days (excluding weekends and federal holidays) of the receipt of College's Director, Human Resources / EEO Coordinator decision. The Title IX Appeal Team will consider the appeal within fourteen (14) calendar days (excluding weekends and federal holidays) of its receipt of the written appeal. The Title IX Appeal Team's decision will be the College's final determination. Within five (5) calendar days (excluding weekends and federal holidays) of its determination, the Title IX Appeal Team will provide written notification of its decision to the individual who made the appeal and to the other party (either the complaint or the respondent).

Title IX requires notification be made to the College's designated Title IX Coordinator of the resolution of any potential sexual harassment issues involving students.

#### **Student Complaint/Grievance Policy**

For students wishing to file a complaint or grievance, other than those dealing with any form of Harassment or Grade Appeals, please follow the procedures outlined in Board Policy 310 "Handling Complaints Regarding Employees".

[www.iowacentral.edu/consumer\\_info/activities/1/310HandlingComplaintsRegardingEmployees.pdf](http://www.iowacentral.edu/consumer_info/activities/1/310HandlingComplaintsRegardingEmployees.pdf)

## **Help Desk**

For Help Desk information, see "Technology at Iowa Central" section on page 46.

## **Honor Society**

### ***Sponsor - Ext. 1080***

Iowa Central has an institutionally founded Honor Society. For membership into the Iowa Central Honor Society, the following criteria must be met: 1) Developmental courses will not be considered as part of the criteria (grade point average and credit load); 2) Grades must be posted on transcript within three full weeks of end of term; 3) Cumulative grade point average of 3.5 or higher after the fall semester of the current school year; 4) Have met the credit hour requirements to graduate during the current academic year. (Honor Society is for students who are graduating; not all students with a 3.5 grade point average qualify.) The induction ceremony for the Iowa Central Honor Society is held during the Spring Semester.

## **Inclement Weather**

The following guidelines will apply to cancellation or delay of College classes and activities in case of hazardous conditions involving weather:

### **Cancellation or Delay of Classes**

The decision to cancel or delay classes will be made by the President or by his designee. If classes are delayed or canceled, the message will go to local radio/tv stations by approximately 6 a.m. A text message and email will also be sent to your cell phone if you are a TritonAlert subscriber (pages 20 & 50). No announcement of cancellation or delayed classes via the media will mean that classes will be held as usual that day. At times, due to staff availability or changing weather conditions, there may be a delay in making announcements.

### **Delay of Classes**

For one hour and one and one-half hour classes students and staff will report to the class with a start time at or after the announced start time. Department staff will define the start time for programs, such as those in the Applied Science and Technology Department, that are not one hour or one and one-half hour in length.

### **Early Dismissal of Classes**

Should conditions develop during the day that would dictate that classes be dismissed early, the announcement of such dismissal will be circulated to the buildings by a member of the faculty or administrative staff. Students will not be used to circulate such information. The decision will be made by the President or by his designee.

### **Evening Classes**

Any decision regarding evening classes (those starting after 5 p.m.) shall be made as soon as possible. Cancellation announcements will be given to local radio stations.

### **Cancellation or Delay of Activities and Non-Credit Classes**

Department staff will determine any start time for activities or non-credit classes when the College is closed or opens late.

## **Insurance Information**

### **Athletic Injury Insurance**

All Iowa Central athletes are required to have health insurance. Iowa Central will provide secondary accidental insurance for student-athletes. However, all student-athletes must provide primary coverage. If athletes do not have an accidental insurance plan, they can purchase one through a local company.

## **International Students**

### ***International Student Advisor - Ext. 1175***

Iowa Central has increased its overall enrollment for the number of international students attending. The College has named an advisor who works closely to ensure that students are fully aware of the procedures for enrolling and services provided once they have arrived. The advisor meets regularly with the students, assisting them in adjustments to the campus and city life of Fort Dodge.

## **Lost and Found**

### ***Enrollment Management & Student Development - Ext. 1009***

Each year, items such as purses, keys, glasses and coats are turned in and eventually returned to the individual who has lost the item. For information about a lost or found item, call the Enrollment Management & Student Development Receptionist at Ext. 1009, or go to [www.iowacentral.edu](http://www.iowacentral.edu) and look under the Lost and Found section.

## **Mental Health Counselor**

### ***Mental Health Counselor - Ext.1051***

Free student counseling is available to all current students. Office hours are Monday-Thursday from 8:00 AM-5:00 PM and Friday from 8:00 AM-4:30 PM. Services include short-term counseling, consultations, and referrals. Students are encouraged to fill out an appointment request form through TritonPass under the "Student Forms" section to set up an appointment.

## **Military and Veteran Priority Registration**

### ***VA Certifying Official - Ext. 1021***

Iowa Central Community College will grant military and veteran students, their spouse and dependents priority registration. To be eligible the student must provide documentation to the VA Certifying Official on campus to verify eligibility. A student does not need to be using education benefits to qualify for priority registration. Priority registration cannot be transferred to anyone else. Once a student is deemed eligible, that eligibility will remain for as long as the student takes classes at Iowa Central.

## **Military Service Policy**

If a student receives orders from the National Guard or reserve forces of the United States to active duty the student has the below options to choose from. This policy also applies to student's whose spouse or parent receives the military orders.

**Withdraw:** Withdraw from all courses and receive a full refund of tuition and mandatory fees.

**Complete Courses:** Arrange with the instructor/s for course grades or incompletes that will be completed by a later date as per the Iowa Central Community College Incomplete Grade Agreement. In this case, the tuition and fees are assessed in full for the courses.

**Combination of Withdraw and Completion:** A mix of grades, incompletes, and withdrawn courses is possible depending on the dialog between the instructor and the student based on timeframe of the course and semester. In this case there would be a mix of refunded tuition and fees for the withdrawn courses and full charges of tuition and fees for the graded and incomplete courses.

## **Online Bookstore**

### ***Coordinator - Ext. 1082***

Iowa Central offers an Online Bookstore located inside the campus bookstore. You can find textbooks for all Iowa Central courses as well as a wide variety of apparel and gifts. On-campus students can utilize the local pick-up option by purchasing their textbooks online and having them ready at the online store to pick up the next day. You can access the Online Bookstore from the Iowa Central home page. Visit the FAQ section for more information about the Online Bookstore and how we can best serve you.

Hours are Monday-Thursday from 7:30 a.m.-4:30 p.m. and Friday 7:30 a.m.-4:00 p.m. during the Fall and Spring Semesters and from 7:30 a.m. to 3:30 p.m. in the Summer.

## **Parking Regulations**

Parking is NOT allowed:

- Outside a marked space; you must park between two yellow lines.
- In areas marked with slanted yellow lines.
- In spaces marked for the physically disabled.  
(unless have permit or handicapped license plates)
- In front of loading zones.
- In more than one space.
- In visitor parking spaces.
- In spaces marked for Dental Hygiene Clinic Parking.

Vehicles not legally parked will be booted/towed at the owner's expense.

If a vehicle breaks down or will not start on campus, contact a custodian for assistance.

## **Personal Property/Loss, Damage, Injury**

Iowa Central cannot and does not assume responsibility for personal accident, injury or illness sustained by students, faculty, guests or visitors, nor for any damage, theft, or loss of any property belonging to students, faculty, guests, visitors or others. The College strongly encourages students to contact an insurance carrier.

## **Phi Theta Kappa**

**Advisor - Ext. 1080**

Iowa Central has a chapter from the Phi Theta Kappa National Junior/ Community College Honor Society Fraternity. For membership into Phi Theta Kappa, the following criteria must be met: 1) Grade point must be 3.5 or higher (cumulative); 2) Must have accumulated 12 hours of college credit; 3) Developmental courses will not be considered as part of the criteria (grade point average and credit load); 4) Grades must be posted on transcript within three full weeks of end of term; 5) There is a one-time membership fee of \$70.00.

## **Photography and Film Rights Policy**

**Director, Public Information - Ext. 1055**

Iowa Central Community College reserves the right to film or take photographs of faculty, staff, and students engaged in teaching, research, clinical practices, sports, and other activities, as well as casual and portrait photography or film. These photographs, films, video's, pod casts will be used in such promotions or publications as catalogs, brochures, posters, advertisements, recruitment, and development materials as well as on the national media for promotional purposes serving Iowa Central Community College. Classes will be photographed only with the permission of the faculty member and students. Release agreements will be produced in writing prior to filming. They will then be signed and kept on file by the Director, Public Information, Website Technology Specialist, Sports Information, or Communications for each respective production project. Such photographs and film—including digital media—which will be kept in the files and archives of Iowa Central Community College, will remain available for use by the College without time limitations or restrictions. Faculty, students, and staff are made aware by virtue of this policy that the College reserves the right to alter photography and film for creative purposes. Faculty, students, and staff who do not want their photographs used in the manner(s) described in this policy statement should contact the Director, Public Information. Faculty and students are advised that photographs taken in public places do not require signatures or authorization for publication. Iowa Central Community College has no control over the use of photographs or film taken by third parties, including without limitation the news media covering College activities.

## **President's List/Dean's List**

**Student Records Office - Ext. 1021**

The following criteria are needed to be named to the President's List or the Dean's List for the Fall and Spring semesters: 1) Developmental courses will not be considered as part of the criteria (grade point average and credit load); 2) Grades are posted on the transcript within three full weeks of the end of the Fall and Spring terms and not recalculated after that point; 3) Must have completed 6 credit hours that provide quality points for the grade point average for that semester (e.g. pass credit does not provide quality points); 4) Grade point average for that semester for the President's List must be 4.0 (not cumulative), Grade point average for that semester for the Dean's List must be 3.5-3.99 (not cumulative). Recipient list is posted on the Iowa Central website and Iowa Central letters and pins may be picked up at each of the Centers (Student Records in Fort Dodge) for those who qualify.



## Requital Of Grades

### **Registrar - Ext. 1020**

Requital of Grades is the process of ignoring a student's prior grades when calculating the credits earned, the quality points, etc. and the grade point average. This new calculation is used for the purposes of graduation and other honor considerations.

#### **Eligibility Guidelines:**

1. Students must not have attended any institution of higher education during the previous two years.
2. Submit formal application for requital to the Registrar prior to completing 12 credit hours (excluding developmental credits). Students may pick up an application in the Student Records Office.
3. Students must earn a minimum GPA of 2.00 for 12 credit hours before grade requital will be indicated on the transcript.
4. The requital of grades may be granted only once at Iowa Central and a person's entire transcript will be required.

#### **Results:**

1. If approved, the notation appears on the transcript and the calculation of the GPA and credit hours earned begin from the semester of requital and is inclusive of the aforementioned 12 credit hours.
2. For financial aid purposes, the entire transcript, including required grades, will be considered.

## Residence Life

### **Director, Housing - Ext. 1086**

### **Assistant Director, Housing - Ext. 1089**

### **Housing Assistant - Ext. 1088**

Iowa Central's on campus living offers students many opportunities and advantages. Residence Life includes a clean and spacious dining hall. Each evening, there are two Residence Assistants on duty for the safety of the students living on campus. Every semester, the Residence Assistants and the Director, Housing plan many fun activities including pizza and movie nights, bowling and different sporting events. The resident apartments are also the perfect place for meeting friends and getting to know classmates.

## Residency Policy Guidelines

### **Vice President, Enrollment Management and Student Development - Ext. 1050**

#### **Determination of Residency Status**

In determining a community college resident or non-resident classification, the primary determination is the reason a person is in the state of Iowa. The second determination will be the length of time a person has resided in Iowa. If a person is in the state primarily for educational purposes, that person will be considered a non-resident. The burden of establishing the reason a person is in Iowa for other than educational purposes rests with the student.

- A. The Enrollment Management & Student Development Office may require written documents, affidavits, or other related evidence deemed necessary to determine why a student is in Iowa. The burden of proof is upon the student.  
A student will be required to file at least two documents to determine his/her residency status. No two documents may come from the same source. The following are examples of acceptable documentation.
  1. Iowa driver's license.
  2. Iowa vehicle registration card.
  3. Iowa state income tax return, signed and dated.
  4. Iowa voter registration card.
  5. Proof of Iowa Homestead credit on property taxes.
  6. Written and notarized documentation from an employer that the student is employed in Iowa.
- B. If you are not a U.S. citizen but are a permanent resident you must provide a copy of your U.S. Permanent Resident Card with your residency application.
- C. All documents must be dated at least 90 days prior to the start of the term you are requesting residency for.
- D. These documents must be submitted prior to the first day of the semester for which you are registering. Residency cannot be re-classified once the semester begins.
- E. If you are an international student please refer to the Request For Determination of Residency Status Application.

## Scholarships

**Director, Financial Aid - Ext. 1034**

**Vice President, Enrollment Management and Student Development - Ext. 1050**

A number of scholarships are made by the College and by the private donors who contribute to the scholarships program. These awards are based on a person's scholastic record and activity involvement. You may fill out the general scholarship application that can be obtained from the Admissions Office or on Iowa Central's website. Please watch your Iowa Central e-mail for the announcement pertaining to available Foundation scholarships. Students are awarded scholarships based on past achievements; however, scholarships are renewed for the next term based on stipulations stated on the scholarship contract. Scholarships can be made unavailable to students who do not complete the stated agreement.

## Scholastic Dishonesty

Iowa Central Community College may initiate disciplinary proceedings against a student accused of scholastic dishonesty. Scholastic dishonesty includes, but is not limited to, cheating and plagiarizing. Plagiarism is presenting someone else's words as one's own. Whether in writing or in speaking. Cheating and plagiarism, whether intentional or accidental, are serious offenses.

Scholastic dishonesty will not be tolerated in any course. Plagiarism and other forms of cheating are examples of such dishonesty and will result in serious consequences.

One is plagiarizing if one:

- Uses direct quotes without quotation marks and textual citation of the material.
- Paraphrases without crediting the source.
- Presents another's ideas as your own without citing the source.
- Submits material written by someone else as your own (this includes purchasing or borrowing a paper).
- Submits a paper or assignment for which one has received so much help that the writing is significantly different from one's own.

One is cheating if one:

- Copies someone else's exam or homework.
- Purposefully allows another student to copy your work or submit work that you have written as his/her own.
- Refers to a text, notes or other materials during an exam without authorization to do so.
- Submits a paper or assignment for which you have received so much help that the writing is significantly different from your own.
- Passes test answers to another student during or before a test.

### Disciplinary Action by the Instructor

An instructor who suspects a student of scholastic dishonesty will inform the student of the allegation as soon as possible. It is up to the instructor to determine the disciplinary action to be taken, which could include giving the student a zero for the assignment, reducing the student's grade for the course, assigning an "F" for the course, or other action. The instructor will send a written report of the incident to the student, the appropriate dean and the Vice President of Instruction. If the instructor concludes that the incident merits additional disciplinary action (such as suspension or expulsion), he/she will send a written report of the case to the Vice President of Instruction for recommended additional disciplinary action.

## School Nurse

**School Nurse - Ext. 1047**

Iowa Central has a Registered Nurse on duty at the Fort Dodge Center Monday-Friday from 7:30am-4:30pm in AST 118. Services are confidential and free to Iowa Central students. Services include illness and injury assessment, over the counter medications, referrals to local agencies, medication management assistance, First Aid, Health Education and assistance with chronic medical conditions. No appointment needed. Walk ins welcome. This is also where immunization records are kept.

Athletes and students living on campus are required to use Med+Proctor to submit their medical/immunization records. This can be completed by going to medproctor.com and uploading the needed information and forms. Students will need to their Iowa Central email to log in.

A Nurse Practitioner is on campus one day per week in AST-118. Call the school nurse to make appointments.

## Social Networking

Academic studies have shown a positive relationship between the use of social networking websites and student engagement in course work, campus organizations, face-to-face interaction with close friends, and in the transition and adjustment to college. In contrast, using online technology at high rates and in certain ways has been shown to have a relationship to poor academic and psychosocial outcomes. Reported dangerous uses of social networking have arisen from miscommunication as it is not possible to perceive the "tone" in online communication, use of words that propagate rumors with a harassing content, and cyber bullying where someone purposely embarrasses, harasses, or torments another.

Iowa Central acknowledges the importance of students using technology to connect, collaborate, and communicate with each other and that online forms of expression are as important to student development as traditional oral and written expression. While engaging in social networking, students should conduct themselves in a respectful, responsible, and accountable manner and in compliance with the Technology at Iowa Central Community College policy, Statement of Nondiscrimination, and the Student Conduct Code published by Iowa Central. Bloggers and commenters can be held personally liable for commentary that is considered defamatory, obscene, proprietary, or libelous by any offended party and for conduct that violates federal, state, or local law such as laws against hate crimes.

Students enrolled in the Iowa Central Health Care Practicum also have the responsibility to safeguard the privacy, security, and confidentiality of all individually identifiable health information transmitted or received in connection participation in the Practicum in accordance with the applicable provisions of the Health Insurance portability and Accountability Act of 1996 ("HIPAA"), as amended, and in accordance with all applicable federal, state and local statutes, regulations and policies regarding the confidentiality of patient health information. Accordingly, students enrolled in that program should not post any confidential or legally protected information.

If a student's concern arising from another student's social networking communication is one of perceived discrimination, abuse, and/or harassment based on age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, disability, or military service, the student may use the informal or formal complaint procedure described in this Handbook.

## Student Alert System

### ***Assistant to Vice President of Instruction, Ext. 1148***

Iowa Central's Student Alert System is a tool that faculty can use to document concerns about students. These concerns range from academic progress and class attendance to health and financial related issues. After an alert has been submitted, students are contacted by phone, e-mail, or a letter. This contact serves an important role in helping students be successful at Iowa Central.

## Student Conduct Code

### **All Students**

Students are expected to conduct themselves in a responsible manner. Students who enroll accept our policies, regulations and operational procedures. Student behavior, which after due process is found to be disruptive to classes or to destroy the rights of others or property, may result in disciplinary probation or suspension.

### **Iowa Central Athletes and Students**

Each athlete and student participating in Iowa Central activities is expected to attend all classes, to stay free of drugs, and to conduct themselves in a mature and responsible manner while representing Iowa Central Community College. All athletes and activity students are required to sign a Conduct Code before participating in Iowa Central athletics and activities.

# Student Discipline Policy

*The following section is from Iowa Central Community College Board Policy #406*

**1. Statement of General Expectations:** Statement of General Expectations: Iowa Central Community College seeks to provide a living and learning environment in which the student can meet his/her academic goals. The College has the responsibility of providing the student with a clear understanding of its academic requirements and conduct expectations, which are generally set forth in the College catalog and the College website.

The College has the right to determine when its policies are violated and to determine the appropriate course of action. By enrolling at Iowa Central Community College, the student accepts the responsibility to comply with the College's authority, to respect the rights of others, and to protect private and public property.

Every student (any person enrolled in credit or non-credit courses) has the right to all the advantages, prestige, and honors accruing to a student of the College. The student retains the rights guaranteed under the Constitution of the United States, the right of freedom from control by any persons except as may be in accord with College policies and /or local, state, or federal law, and the right to pursue an education and to receive a degree or certificate for the successful completion of its requirements.

**2. Institutional Regulations:** The Board of Directors of Iowa Central Community College confers upon the faculty and staff the powers:

- a. To invoke sanctions to protect the educational processes and the rights of students, faculty, and staff; and
- b. To provide procedures that will clearly inform Iowa Central Community College students of the regulations that govern their behavior while on College property, at cooperating agencies, or while in attendance at College sponsored activities or events.

**3. Student Responsibilities and Rights:** Iowa Central Community College offers each student the freedom to learn and the freedom to enjoy College life in an orderly and lawful manner. In return, the College expects every student to assume the obligation and responsibilities that accompany those freedoms. By voluntary enrollment at the College, students assume the obligation and responsibility of conducting themselves in accordance with the reasonable and lawful requirements of Iowa Central Community College and its educational functions and processes. Violations of these responsibilities may result in sanctions that can include expulsion from the College. Students are guaranteed their constitutional right to due process in certain circumstances in which due process rights are triggered. The College forbids unlawful discrimination on the basis of race, color, national origin, sex, disability, religion, creed, age, marital status, sexual orientation, gender identity, socioeconomic status, or military service.

**4. Jurisdiction of Student Conduct Policy:** The Student Conduct, Discipline, and Appeals Procedure applies to conduct that occurs on Iowa Central Community College property, at College sponsored activities at clinical sites, attendance centers, or any College facility, while enrolled in FlexNet (Internet Courses), and off-campus conduct that adversely affects Iowa Central Community College and/or the pursuit of its educational mission. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of the degree or certificate. This includes conduct that may occur before classes begin or after classes end, as well as during the academic year and during periods between terms and actual enrollment, and conduct discovered by the College after a student has completed a course and/or after a student has been awarded a degree. The Student Conduct Policy shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending. The President and Vice President of Enrollment Management and Student Development shall decide whether the Student Conduct Policy shall be applied to conduct occurring off-campus on a case by case basis.

**5. Student Conduct Subject to Sanctions:** Conduct which is contrary to any of the following may subject the student to disciplinary action and shall constitute a violation.

- a. **Scholastic Dishonesty** - In order to maintain its credibility as an institution of higher education, the College must establish and maintain standards of academic honesty. Upon enrolling in the College, each student assumes an obligation to conduct his/her academic affairs in a manner compatible with the standards of academic honesty established by the College and its faculty. If this obligation is neglected or ignored by the student, through the normal procedures of course work evaluation, students' course work will be evaluated and disciplinary action taken. The following statements identify the types of activities that would constitute violations of the College's standards of academic honesty.

1. **Plagiarism** - The unauthorized use of materials not written or created by the person claiming authorship. Plagiarism includes but is not limited to the following:
  - a. Turning in a written essay produced by someone else;
  - b. Collaborating on a written assignment without the specific approval of the instructor;
  - c. Borrowing materials from any source (professional or amateur) and turning them in as original; or
  - d. Failure to acknowledge through appropriate citations any words, ideas, research, graphics, etc., produced by someone other than the person claiming authorship.
2. **Cheating** - Dishonest acts committed while being tested or evaluated:
  - a. Copying from another person's tests or assignments;
  - b. Using unauthorized test aids such as notes, drawings, books, etc., during an examination;
  - c. Submitting a paper which was turned in to another instructor in another class to fulfill part of that course's required work-unless agreed upon ahead of time by the instructors of the second course;
  - d. Aiding another student in dishonesty such as producing written work or sharing information during a test period;
  - e. Fabricating research or source materials; or
  - f. Stealing, buying, or somehow obtaining a test from an instructor's work or computer files.
- b. **Computer Misuse** - The following information sets forth the Computer Use Policy for Iowa Central Community College. Each individual who obtains a network/email account, or uses the computers and network resources made available by Iowa Central Community College, must understand that he/she is accountable for the policies set forth in this document. In addition, users assume responsibility for:
  - Protection of his/her passwords;
  - Reporting any breach of system security;
  - Reporting unauthorized use of his/her accounts;
  - Changing his/her passwords on a regular basis;
  - Frequently making backup copies of your work to ensure against loss; and
  - Clearly labeling works and opinions as his/her own before they are widely distributed.

Iowa Central Community College's computer facilities and services are offered in support of teaching, learning, and research. Access to the computer systems and networks owned and operated by Iowa Central Community College impose certain responsibilities upon users, in accordance with College policy and local, state, and federal law. Users accept the responsibility for utilizing services in ways that are ethical, that demonstrate academic integrity and respect for others who share this resource. This policy is established in an effort to help users understand what is expected of them. It sets guidelines regarding the issues of privacy and respect for property, ownership of data, system security, and misuse of the system.

The following constitute violations of the computer conduct policy:

1. Intentionally disrupting access of other students, faculty, or staff members to College computer and other technological resources;
2. Knowingly obtaining without authorization access to a computer account assigned to another person;
3. Knowingly using an account belonging to another student, faculty, staff, department, or organization for other than its intended purpose without permission from the owner;
4. Intentionally using any unauthorized account;
5. Using College computer equipment to interfere with the lawful rights of others by such activities as falsifying or altering records, creating fraudulent documents, damaging programs belonging to another, sending harassing or threatening material, or duplicating copyrighted software unlawfully;
6. Using computer or network services for commercial purposes;
7. Excessive game playing which impairs the academic work of other students;
8. Excessive WEB surfing not related to College course work and/ or assignments;
9. Sending excessive email or messages locally or over the network such as chain letters, advertisements or solicitations;
10. Knowingly installing or running a program that will damage or place an undue burden on the system;
11. Knowingly acting in a manner that will disrupt normal operations of computers of the network;
12. Using computer or network services in a way that violates copyrights, patent protections or license agreements;
13. Unauthorized copying of any software (including operating systems, programs, applications, databases, or code) which is licensed or protected by copyright;
14. Gaining unauthorized access to information that is private or protected, or attempting to do so;
15. Running programs that attempt to identify passwords or codes;
16. Interrupting programs that protect data or secure systems, or attempting to do so;
17. Monitoring or tampering with another person's email;
18. Copying, changing, or deleting another person's work;

19. Using another person's password or allowing others to use yours;
  20. Attempting to gain network privileges to which you are not entitled;
  21. Using outside software programs in any lab or office. This includes, but is not limited to programs known as computer viruses, Trojan Horses, worms and personal software from home;
  22. Personally installing hardware or software on any college-owned computer;
  23. Changing computer CMOS settings;
  24. Using a computer that would in any way be disruptive to the academic environment;
  25. Removing computer equipment, software, or peripherals that are owned by Iowa Central Community College;
  26. Food, beverage and tobacco products; and
  27. Using the computer or computer systems to engage in the following forms of prohibited communication:
    - a. Obscene, lewd, or sexually explicit images or text;
    - b. Defamation;
    - c. Advocacy directed to incite or produce lawless action;
    - d. Threats of violence;
    - e. Harassment based on sex, race, disability, or any other protected status; or
    - f. Anonymous or repeated messages designed to annoy, abuse, or torment.
- c. Discrimination and/or Harassment** - Engaging in behavior which is discriminatory of race, color, national origin, sex, disability, religion, creed, age, marital status, sexual orientation, gender identity, socioeconomic status, or military service will not be tolerated. Behavior may take the form of name calling, taunting, undesired statements regarding the person, graffiti, or other outward actions which are interpreted as discriminating to others. Behavior of this nature will not be tolerated and will be dealt with in accordance with the Discrimination Complaint Procedure. Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature.
- d. Use or Presence of Alcohol or Controlled Substances on Campuses** - The presence or use of alcohol or other controlled substances on all campuses, in all facilities of Iowa Central Community College, and at all College sponsored events is strictly prohibited. This regulation pertains to all Iowa Central Community College student housing facilities and surrounding grounds and at activities or athletic events, on and off campus. The College enforces the State of Iowa drinking laws, including the prohibition of use by persons under 21 years of age. Iowa Central Community College enforces both the State of Iowa and the Federal drug laws regarding the use, possession, and sale of illegal drugs and drug paraphernalia. The following actions constitute violations of the Substance Abuse Regulations:
1. Being personally present at a gathering where alcohol or other controlled substances are being consumed;
  2. Being personally present in an area containing full or empty alcohol containers or drug paraphernalia;
  3. Being under the influence of alcohol or another controlled substance in class, on campus, or at an off-campus College sponsored activity; or
  4. Manufacturing, processing, selling, providing, using, or possessing any narcotic drug, marijuana, or other illegal controlled substance, and/or drug related paraphernalia on College property.
- Violators of the Use or Presence of Alcohol or Controlled Substances regulations may be reported to proper authorities for legal action or possible arrest by law enforcement officials for apparent violation of local, state, or federal laws pertaining to illegal use or possession of alcohol or other controlled substances. Violators may also be required to participate in an alcohol or drug education program.
- e. Other Conduct Subject to Sanctions** -
1. Acting or failing to act in a manner which causes concern for the health and safety of oneself or others. Assaulting, threatening, verbally or physically abusing, or endangering in any other manner the health or safety of; 1) a College student, staff, or instructor; or 2) any person on the campus or at a College-sponsored or supervised activity or event;
  2. Misusing or misappropriating College property or private property on campus or at off-campus College activities, including, but not limited to: theft; burglary; willful possession of stolen property; and willful destruction, damage, defacement, or mutilation of property belonging to, or in the custody of, the College or member of the College community;
  3. Using or possessing weapons, firearms, BB guns, tasers, knives, ammunition, explosives, fireworks, or simulations of any such items (devices that appear to be real such as a realistic toy, replica, paint-ball gun, air soft gun, laser pointer, and etc.) and other dangerous articles within College buildings, on campus (including parking lots), or at College-sponsored or supervised functions, except in authorized facilities and by students who are law enforcement officers required to carry such weapons at all times. A weapon may also include an object designed for use or used in a manner to inflict harm or threaten harm to a human being or animal;
  4. Intentionally initiating a false alarm of a fire, bomb threat, or other catastrophe by verbally reporting one or by tampering with an alarm system or safety equipment;

5. Engaging in the intentional setting of fires or explosions within College buildings or on the campus without proper authority;
6. Threatening to place or attempting to place any incendiary or explosive device or material in or about the College premises or at the site of a College-sponsored activity;
7. Willfully failing to identify oneself by name and/or comply with a proper order of any faculty member or other College official, including employed security personnel, properly identified (by stating his/her name and title if requested by a student) and acting within the scope of his/her authority;
8. Intentionally disrupting the orderly process of the College or intentionally obstructing or defying access to services or facilities by those entitled to use such services or facilities. Intentionally interfering with the lawful rights of other persons on the campus. Inciting others to do any of the above;
9. Operating a motor vehicle recklessly so as to pose a threat to the safety of others or to property, on campus, or at College-sponsored activities off campus. Failing to abide by the Iowa Central Community College traffic and parking regulations;
10. Making a disruptive noise in the vicinity of the College or at College-sponsored activities which disrupts the orderly, efficient, and disciplined atmosphere of the College or College-sponsored activity;
11. Engaging in willful misrepresentation of any material fact to faculty, College staff or others about one's status, academic performance within the College or of the support, sponsorship, or approval by the College of the services or activities of any person, group, or organization;
12. Falsifying any document used to conduct academic, employment, housing, or other business of the College. This includes, but is not limited to, falsely reporting hours of employment, forging a signature, falsely reporting an incident, or in any other manner reporting false information to any College office;
13. Communicating any confidential information gained through student employment;
14. Any other willful or intentional inappropriate conduct for which the College can demonstrate a clear and distinct interest as an academic institution and which seriously threatens; 1) any educational process, operation or other function of the College; or 2) the health or safety of any member of the academic community;
15. Engaging in forgery, alteration, or misuse of any College records or documents, College keys or keycards, or student or staff identification cards;
16. Disorderly, lewd, indecent or obscene conduct; or
17. Violation of Iowa Central Residence Life and Student Housing rules, guidelines, policies, and procedures.

**6. Sanctions:** Any student who is found to have violated a regulation governing student conduct will be subject to the following sanctions and will be notified of the right to appeal.

- a. **Reprimand** - Written censure by the College. This written warning serves to remind the student that further violation of the regulations governing student conduct may result in more serious sanctions including but not limited to suspension. A record of disciplinary action is kept in the student's file;
- b. **Restitution** - Reimbursement for damage to or misappropriation of Iowa Central Community College property. Written notice will be sent to the student requiring restitution when the student has damaged or misappropriated Iowa Central Community College property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages;
- c. **Disciplinary Probation** - A warning indicating that further violations may result in suspension. Disciplinary probation may be imposed for any length of time up to one year and the student shall be automatically removed from probation when the imposed period expires;
- d. **Suspension of Rights or Privileges** - An elastic penalty which may impose limitations or restrictions to fit the particular case;
- e. **Hold on Records and Registration** - Imposed upon a student who fails to pay a debt owed the College or who has a disciplinary case pending final disposition. The penalty terminates on payments of the debt or final disposition of the case;
- f. **Suspension from the College** - Suspension can be imposed in such a manner that a student can be dismissed from a class, specific number of classes, program, student organization, activity, or the College. The privilege of readmission may depend on the fulfillment of certain conditions imposed by the College and/or the program. A suspended student may be prohibited from appearing on campus, at attendance centers, at off-campus classes, or at any activity sponsored by the College;
- g. **Eviction** - Eviction from the privilege of living in campus housing facilities may also include restrictions or denial of visiting privileges;
- h. **Expulsion from the College** - Expulsion can be imposed in such a manner that a student can be dismissed from the College. The privilege of readmission may depend on the fulfillment of certain conditions imposed by the College and/or the program and completed thru the Office of the Vice President of Enrollment Management & Student Development. An expelled student may be prohibited from appearing on campus, at attendance centers, at off-campus classes, or at any activity sponsored by the College; or

- i. **Reducing the student's grade in a course and/or revocation of awarded degree:** student conduct subject to sanctions discovered by the College after a student has completed a course and/or after a student has been awarded a degree may result in reducing the student's grade for the course, assigning an "F" for the course, or may result in revocation of an awarded degree.

**7. Disciplinary Procedures:** Procedures are designed to cover charges against students based on alleged violations of the above student conduct subject to sanctions. The Board of Directors of Iowa Central Community College confers upon the faculty and staff the power to invoke sanctions to protect the educational processes and the rights of students, faculty, and staff. Any person may bring a complaint against a student under these procedures based on the student's alleged violation of one or more of the regulations. All such complaints shall be in writing.

- a. **Notice to Appear** - A student may be ordered to appear before a Department Head, Director, Dean, Vice President, President, or designee, in connection with an alleged violation by a written or verbal notice.
  - The notice shall direct the student to appear at a specified time and place and provide the student a description of the student conduct subject to sanctions alleged to be violated; and
  - Failure to comply with a Notice to Appear constitutes a violation of the Student Code of Conduct and may result in additional disciplinary sanctions. If the student has not contacted the President, Vice President, or designee, and/or does not appear at the hearing, the President, Vice President, or designee, may make a decision of responsibility or non-responsibility and the sanction.
- b. **Informal Hearing** - When the student appears before a Department Head, Director, Dean, Vice President, or designee, the College official shall advise the student of his/her rights as set forth in this Student Code of Conduct. After completing discussion and investigation of the charge, the designated College official shall provide the student with a written statement within five (5) full College class days from meeting date, which states the following:
  - The nature of the violation;
  - The sanction that will be imposed and its implications; and
  - The right to appeal the decision of the Vice President, or designee, according to the procedures listed in the Student Code of Conduct.
- c. **Interim Suspension** - The Vice President of Enrollment Management & Student Development, Vice President of Instruction, or designees, shall have the authority to immediately and summarily suspend any student, when in the opinion of any of these officials: 1) such student is alleged to have violated any student conduct subject to sanctions as provided in this Student Code of Conduct; and 2) whose presence poses a continuing danger to persons and/or property, and/or who is an ongoing threat of disrupting the academic process, is subject to an immediate temporary suspension from a class, a specific number of classes, a program, an activity, athletic participation, housing and Residence Life, or the College. A temporary suspension shall be followed by appropriate notice and an informal hearing before the appropriate Vice President/Dean as soon as possible. Depending upon the circumstances, the temporary suspension may be continued until the completion of these procedures. This Interim Suspension process includes the authority of the Vice President of Enrollment Management & Student Development, Vice President of Instruction, or designees, to immediately and summarily evict the student from a College housing facility.
- d. **Disciplinary Removal** - A faculty or staff member may enact immediate temporary removal of a student from a class, office, attendance center, clinical site, or other Iowa Central related facility for disciplinary reasons. These include, but are not limited to:
  1. Any attempt to threaten by words or actions which causes concern for the health and safety of others;
  2. Possession, use, sale, or purchase of illegal drugs or intoxicating beverages on campus;
  3. Destruction or theft of College property or another person's personal property; or
  4. Any activities causing a major disruption or disturbance.
- e. **Appeal Procedures** - A student who receives a written notice of sanction under this Student Code of Conduct may request in writing to the President, Vice President, or designees, within three (3) full College class days of the student's receipt of the written notice of sanction that the charge be pursued through an appeal.

The President, Vice President, or designees, shall initiate discussions within three (3) full College class days from receiving the student's written appeal request.

Within five (5) full College class days after the investigation, the President, Vice President, or designee, may either:

  - Dismiss the allegation as unfounded, either before or after conferring with the student;
  - Modify the sanction given; or
  - Agree with the sanction imposed.



The President, Vice President, or designee, will determine if any one of the following constitutes reason for dismissing the allegation or modify sanctions:

- The student's due process rights were substantially violated in the hearing process;
- There was not substantial evidence to support the decisions reached;
- There is new material evidence that could not have been discovered at the time of the hearing; or
- The sanctions imposed were too severe or not appropriate for the violation.

The President, Vice President, or designee will send his or her decision in writing to the student by means of the email address provided by the College to the student or to a different email address if the student has requested in writing that the College use an alternate email address.

- f. **Appeal to the Board of Directors** - If the student still feels his or her side was not heard or disagrees with the President, Vice President, or designee's written decision, the student has five (5) full College class days from the student's receipt of the written decision of the President, Vice President, or designee to submit a written appeal and request for a formal hearing with the College Board of Directors.

The student must deliver his or her written appeal and request for a formal hearing with the College Board of Directors by letter mailed by United States Postal Service, email, or in person to the Secretary of the College Board of Directors.

An appeal hearing may be conducted before the College Board of Directors or a subgroup thereof consisting of at least three (3) members of the Board to be appointed by the Chairman of the Board of Directors. The hearing shall be informal to the extent that each side is afforded the maximum opportunity to present information to support or dispute the recommendation by the President without legal technicality. Hearsay is admissible. The President or his /her designated representative will present information in support of the recommendation to indefinitely suspend or expel. The student or his/her representative or advisor will present information to oppose the recommendation of the President. Either side may call witnesses and/or confront witnesses called in support or in opposition to the recommendation.

The hearing will be conducted in a session closed to the public except for those parties participating in the hearing. Witnesses may be sequestered.

The hearing will be recorded by tape or any other fashion as to provide an adequate record. The decision of the appeal to indefinitely suspend or expel a student will be based solely on evidence introduced at the hearing. The decision will be mailed in writing to the student or personally delivered to the student within three (3) days from the date of the hearing. The decision of the appeal will state concisely the findings and conclusions of the decision makers.

The Board, or subgroup thereof, may be represented by counsel throughout the aforementioned procedures. No counsel hired by the Board may advocate or present evidence on behalf of either party in support of or in opposition to the recommendation.

- g. **Rights at Hearing** - The student who has appealed a decision has the following rights at a hearing: 1) to present his/her side of the story; 2) to present witnesses and evidence on his/her behalf; 3) to cross-examine witnesses presenting evidence against the student; and 4) to be represented by an advisor at the student's expense. Throughout the process, the student should work with the Board Secretary or designee who will assure that the student understands his/her rights and the procedures involved.

- h. **Advisors or Legal Counsel Representing Students in Academic or Disciplinary Hearings** - Iowa Central Community College is making this statement available to advisors/attorneys that have been retained by students charged with violations of the academic or disciplinary procedures of the College so that the roles and purposes of these proceedings will be clear to all participants. Please note an advisor is permitted for the charged party. The hearings conducted by the College Board of Directors are not quasi-judicial proceedings. Therefore, advisors/counsel may be present to advise clients but may not actively participate by questioning witnesses, cross-examining witnesses, or other participants not formally addressing the Board. The role of the attorney is to advise clients and assist them in performing such questioning. The presiding officer of the Board will determine whether offered evidence is admissible, but the Rules of Evidence will not be applied. Both written and oral testimony may be used. The standard for admission of evidence is that "which reasonable prudent persons are accustomed to rely on in the conduct of their serious affairs." Determination standard is preponderance of the evidence. Students who are involved in these hearings will be provided with the complete policy and procedure statement of the College.

**8. Disciplinary Records:** If disciplinary action is taken against a student under the procedures outlined above and a sanction imposed, a record of the action will be kept by the Vice President of Enrollment Management & Student Development. Record of nonacademic disciplinary sanctions will not, however, appear on the charged student's transcript but a copy may be maintained in the student's file. Disciplinary actions are part of the education records of the student and consequently are not available for public disclosure or discussion. The College will not disclose information outside the College relating to the student's nonacademic disciplinary record, except as allowed by law or when prior written permission from the student has been received.

## Student ID'S

### *Help Desk - Ext. 1111*

Students living off campus must go to the Help Desk to obtain a Photo ID. Each student must have an ID to check out Library materials, attend events around campus and pick-up financial aid refund checks in the business office. Students must have Financial Clearance on their bill before an ID is issued. The ID card will have the student's name, ID number, and a photo. The ID is valid for an entire academic year. Student ID's are no longer available in the Student Records Office. Students will be issued their first ID at no charge, but will be charged a replacement fee of \$25.00 for each additional replacement ID. Replacement fees must be paid in cash at the time the replacement ID is issued.

## Student Mailboxes

### *Mail Room - Ext. 1043*

Students who live on campus are assigned a mailbox after completing a [Request for Mailbox](#) form. The form is available on the housing tab of Iowa Central's home page or at the mail room. Incoming mail is processed Monday through Friday and will be available by 12:00 PM. Packages may also be received in the mail room. Lost keys can be replaced at a charge of \$25.00. If the lost key is found, the charge will be credited to the student's account. All students are required to do a mail room check out at the end of the spring semester. (If leaving the dorms mid-year, key must be returned before leaving.) Any student who does not turn in their key will be charged \$25.00 for the replacement. There will be NO refunds after 30 days. First class mail will be forwarded for four weeks, only if the check out process has been completed.

## Student Rights and Responsibilities

Students of the College have both rights and responsibilities as described in the Iowa Central Community College Student Handbook and in Board Policy. Iowa Central's mission is to provide for the varied educational needs of the diverse student body through accessible, flexible, community centered programs with a commitment to excellence in teaching and learning. This can occur in an environment that fosters intellectual inquiry within a climate of academic freedom and integrity. Students and instructors are expected to promote these goals in the context of inclusiveness, mutual respect, and tolerance of others, as ideas are explored, facts gathered, opinions weighed, and conclusions drawn.

### **Process for Student to Express Academic Concerns and Complaints**

From time to time, a student may have concerns about such issues as scholastic dishonesty, discrimination, disability accommodations, or grading grievance. If the student's concern relates to:

- Educational records, the student should follow the review/grievance procedures in Board Policy Number 404; Student Handbook, Pages 14, 17 (FERPA)
- A finding of scholastic dishonesty, the student should follow the appeal process in Board Policy Number 407; Student Handbook, Page 34 (Scholastic Dishonesty)
- A student grade, the student should follow the review procedure in Board Policy Number 408; Student Handbook, Page 22 (Grade Appeal)
- Conduct by the instructor perceived by the student to be a violation of the College's non-discrimination/harassment policy, the student should follow the complaint procedure in Board Policy Number 414; or Student Handbook, Page 23 (Harrassment)
- A student may have other academic concerns and complaints about a particular classroom experience, specific curricular matters, instructor conduct in the classroom or in another instructional setting that adversely affects the learning environment, misuse of instructor authority to promote a political or social course within an instructional setting, inequities in assignments, scheduling of examinations at other than published times. If such concerns arise the student should follow the procedure in Board Policy 415 described below:
  1. Ordinarily, the student should first attempt to resolve the concern with the instructor.
  2. If after meeting with the instructor, the student believes his/her concern is not resolved, or, if the student does not feel, for whatever reason, he/she can directly approach the instructor, the student should meet with the Dean of the department/program. This meeting shall be scheduled within 10 calendar days after meeting with the instructor. The Dean shall investigate the concern fully, including meeting with the instructor and the student and attempt to resolve the concern.
  3. If the concern is not resolved to the satisfaction of the student, the student may submit within five calendar days after the meeting with the Dean, a written summary of his/her concern to the Vice President of Instruction. The Vice President will confer with the Dean, the instructor, and the student in an attempt to resolve the concern.

# Student Support Services/TRIO

## *Director - Ext. 1165*

Student Support Services, a federal grant TRIO program funded by the U.S. Department of Education, is designed to help students achieve academic and personal success in college. 26 colleges and universities in Iowa host SSS programs and these programs serve almost 5,000 college students. SSS at Iowa Central Community College offers a variety of services to enhance students' potential to successfully complete their educational program. Services offered include: peer tutoring, academic advising, transfer assistance, information workshops, financial aid and grant aid assistance, cultural and social activities, a study and computer area, proofreading, career advising and job shadowing.

You may be eligible for SSS services, which are available and free to Iowa Central students who are at least a half-time student, if any of the following statements applies to you: 1) Neither of my parents graduated from a four-year college or university, 2) I am eligible for financial aid, 3) I am a student with a physical or learning disability, or 4) I plan to complete a two-year degree and/or transfer to a four-year college.

Stop by or call Ext. 1164 for more information.

# Technology at Iowa Central Community College

## *Institutional Technology - Ext. 1115*

### **Policy Regarding the Use of Technology at Iowa Central Community College**

**1. Purpose:** The following policy relates to users of Iowa Central's technology resources — defined as any equipment, device, computer, computer system, computer network (including an outside network accessible through Iowa Central such as the Internet), computer software, computer program, data base, services, or any part thereof — owned, leased, and/or operated by Iowa Central and provided as part of the mission of the College. Users include Iowa Central students, employees, and approved guests. Users of Iowa Central's technology resources have the responsibility to abide by the procedures and policies of Iowa Central and all applicable state and federal laws. It is not the intent of the College to provide access to technology resources for alumni, the general public, or for private use.

All members of the College community who use Iowa Central's technology resources accept the responsibility for seeing that said resources are used in an effective, efficient, ethical, and lawful manner and with respect for others who share these resources. Outlined in this policy are expected standards of conduct on the use of Iowa Central's technology resources and disciplinary actions that may be taken for not adhering to these standards.

**2. Computer User Names and Passwords:** It is the responsibility of all users of Iowa Central's technology resources to maintain and protect their user names and passwords. Iowa Central users are solely responsible for all computing operations executed under their names. Sharing a user name and/or password is prohibited. Disguising an identity to acquire a user name falsely is prohibited. Users may not, under any circumstances (except for network administrators) transfer or confer computer information privileges to other individuals.

**3. Copyright:** The College recognizes and adheres to U.S. and International copyright laws, software licenses, and intellectual property rights associated with both print and non-print materials. Software use must conform to copyright laws and licensing agreements. Software is protected by law whether or not a copyright notice is explicitly stated in the software or in its documentation. It is illegal to install, download, distribute, or make duplicate copies of software, audio, or video products unless authorized by the author or publisher of the product. All users of Iowa Central technology resources have the responsibility to report to the College's network administrator any observed or known copyright infringement.

**4. Computer System Resources:** Computer system resources are internal and external electronic sources intended for the purpose of communication, research, and data/information collection and dissemination.

**Institutional Data:** Permission to view or query institutional data will be granted to all eligible employees of the College for legitimate College purposes. Data users will be expected to access institutional data only in their conduct of College business, to respect the confidentiality and privacy of the individual whose records they may access, to observe any restrictions that may apply to data to which they have access, and to abide by applicable laws and policies with respect to access, use, or disclosure of data and/or other information.

**Electronic Communications:** The servers and accounts, in which the electronic communications of employees and students are sent and received, are College property. Appropriate use of electronic communications for college related business, activities, and promotion of the College community is expected. Being the property of the College, College officials have access to such correspondence. All Family Educational Right to Privacy Act (FERPA) Laws and Regulations apply to the dissemination of information regarding students via the electronic communication. Electronic Communication regarding personnel matters is considered confidential. The College will not be held liable for individual use of electronic communications.

**Internet:** The World Wide Web (WWW or Web) provides an opportunity for the College to have a presence in the Internet community for public relations, to provide information, and for educational purposes. The College's "Home Page" (or pages) on the Web represent the College's programs, policies, and image to the world. The College will recommend standards for College Web pages on the Internet, but will not be liable for the content of personal web pages.

The purpose of allowing or providing internet access through Iowa Central's computer system is to facilitate communications and research in support of the public purpose and mission of the College. Users have the responsibility to act consistent with and to enhance the public purpose of Iowa Central including the mission and policies of the College.

Users must comply with the following guidelines for using these resources through the College's computer system:

- a. Users accessing these resources are representing the College. All communications should be for or related to the purposes and mission of Iowa Central;
- b. Users are responsible for ensuring that these resources are used in an effective, ethical, and lawful manner;
- c. Users are responsible for the content of all text, audio, or images placed or sent over the internet. Messages that are inconsistent the Iowa Central Technology Use Policy are prohibited, including but not limited to, fraudulent, harassing, or obscene messages;
- d. All messages communicated on the Iowa Central computer system should have the user's name attached. No messages will be transmitted under an assumed name;
- e. Information published on the internet through the Iowa Central computer system should not violate or infringe upon the rights of others;
- f. Unacceptable uses:
  - Uses that violate any local, state, or federal statute;
  - Uses that interfere with the user's duties and responsibilities to the College, including but not limited to excessive game playing which impairs the academic work of other students and/or employee productivity and excessive web surfing which is not related to course work or College business which impairs other persons productivity;
  - Accessing, uploading, downloading, or distributing any text, graphic, video, or audio clip that is obscene, sexually explicit, profane, or harassing in nature;
  - Using the network to conduct unauthorized business or solicit services, and/or develop, introduce, or circulate inflammatory comments or subjects;
  - Accessing, uploading, downloading, or distributing any text, graphic, video, or audio clip that is for personal gain or personal entertainment, including, but not limited to, game playing and gambling;
  - Attempts or uses that interfere with or disrupt any network services—disruptions include, but are not limited to, introducing or launching computer viruses, worms, Trojans, and other rogue programs, and unauthorized entry into any other machine or system (hacking);
  - Responding to solicitations, surveys, or other requests that affect current or future services available via electronic media without prior approval from the College's network administrator;
  - Attempting or gaining access to information that is private or protected, such as network privileges to which the user is not entitled;
  - Unauthorized software installation on college computers;
  - Excessive storage of personal documents, pictures, etc. on network servers (web drives/email)—excessive storage is defined as storage not in compliance with the College's technology procedures for size limitations;
  - Network storage of personal media files (mp3, video);
  - Unauthorized alteration of system configuration, including but not limited to: Interrupting programs that protect data or secure systems, BIOS settings, and Operating System settings;
  - Uses that violate any other provisions of the College's Technology Use Policy; or
  - Misuse of electronic communications such as:
    - Sending unsolicited emails not contributing to the College community;

- Use that impedes, interferes with, impairs, or otherwise causes harm to the activities of others. Users must not deny or interfere with or attempt to deny or interfere with service to other users in anyway, including by “resource hogging,” misusing mailing lists, propagating “chain letters” or virus hoaxes, “spamming” (spreading email or postings widely and without good purpose), or “bombing” (flooding an individual, group, or system with numerous or large electronic communications). Knowing or reckless distribution of unwanted mail or other unwanted messages; and
- Any form of harassment.

**5. Harassment:** Iowa Central’s Harassment Policy applies with full force and effect to any use of the College’s computer system. Harassment of any kind is prohibited. No messages with derogatory or inflammatory remarks about any individual or group’s race, color, ancestry, religion, national origin, physical or mental attribute, age, gender, and/or sexual orientation will be transmitted. A user who violates this policy shall bear full responsibility for his or her actions. Further, by their use of Iowa Central’s computer system, users agree that individuals who transmit such remarks shall bear sole responsibility for their actions.

All users have the right to be free from any conduct connected with the use of Iowa Central’s computing systems that discriminates against any person on the basis of race, color, ancestry, religion, national origin, disability, age, gender, and/or sexual orientation. Discriminatory conduct includes, but is not limited to, written or graphic conduct that satisfies both the following conditions:

- Harasses, denigrates, or shows hostility or aversion toward an individual or group based on that person’s race, color, ancestry, religion, national origin, age, gender, and/or sexual orientation; and
- Has the purpose or affect of creating a hostile, intimidating, or offensive environment.

**6. Confidentiality:** Programs, files, and electronic storage devices are College property. Appropriate use of users’ programs, files, and electronic storage devices is expected. Being the property of the College, College officials have access to such correspondence. All Family Educational Right to Privacy Act (FERPA) Laws and Regulations apply to the dissemination of information regarding students via the electronic communication. Any information written or stored electronically regarding personnel is considered confidential.

**7. Ownership:** Technology resources and accounts are owned by the College and are to be used only for College-related activities. Data that is created on College technology resources is the property of the College, and will remain the College’s property. Copying data for use elsewhere will fall under copyright acts. (Example: Online course development, Instructional materials developed at the College)

Authorized College employees have access to monitor electronic communications and data on the College’s technology resources.

**8. Violations:** Violation of this policy may result in suspension of technology resource privileges, disciplinary review, suspension or expulsion from the College, and/or other legal action. Any user’s privileges may be suspended immediately upon the discovery of a possible violation of this policy. Such suspected violations will be confidentially reported to the appropriate College official(s). The Vice President of Enrollment Management and Student Development will conduct disciplinary reviews concerning student user violations. The College reserves the right to disable user’s access to technology resources at anytime.

**9. Disclaimer:** The College accepts no responsibility for any loss of data or damage to data or services arising directly or indirectly from the use of College technology-related facilities. The College makes no warranty, expressed or implied, regarding the services offered.

## **Email**

Email accounts are available to all students enrolled in at least one credit class at Iowa Central. Student email accounts will be automatically created upon enrollment. Student email accounts will be automatically deleted after three months when the student is no longer enrolled in at least one credit hour course. To prevent your email account from being deleted, be sure to pre-register for the next appropriate term. Email access may be revoked if the technology use policy is violated. Email is accessed through TritonPass on Iowa Central’s homepage.

## **Help Desk**

**Ext 1111 (Off Campus 515-574-1111 or 1-800-362-2793, Ext. 1111)**

Iowa Central's help desk is a centralized location for support with media, information services and technology related phone calls or walk-in assistance. The help desk is located in the Student Support Services Building in Room 109. The help desk is staffed Monday-Thursday from 7:30 a.m. to 8:00 p.m., and Fridays from 7:30am until 4:30pm. during the college year. During the summer, help desk staffing coincides with Iowa Central's business hours. You may also contact the help desk anytime via email at [help@iowacentral.edu](mailto:help@iowacentral.edu).

## **iNET**

iNET is a learning management system that allows you to take classes via the internet in a variety of different formats. Course content, quizzes, exams, syllabi, and a variety of other information may be found in iNET.

## **Microsoft Office Software**

Students currently enrolled at Iowa Central are provided access to Microsoft Office 365. This software includes Microsoft Word, Excel, PowerPoint, Access and OneNote along with additional software that may be useful as a student. This access is available as long as you are an enrolled student at Iowa Central. Information regarding access to the software and additional usage information can be found in TritonPass under the Student Tools link.

## **TritonPass**

TritonPass is the system that allows students to access all internet resources such as email, WebAdvisor, and iNET in one location and eliminates the hassle of logging in multiple times to access different services. Some items that may be found on TritonPass are: class cancellations, announcements, campus happenings, athletic events, menu calendar, and collegian headlines. TritonPass may be found on the Iowa Central homepage at [www.iowacentral.edu](http://www.iowacentral.edu).

How to log into TritonPass:

1. Go to Iowa Central's homepage ([www.iowacentral.edu](http://www.iowacentral.edu))
2. Click on the TritonPass link on the top of the webpage.
3. Type your first and last name into the given boxes under the Username heading on the left hand side of the page, click the search button.
4. Your username is your last name with a number behind it. For example; if your name was John Doe, the user name could be listed as Doe1
5. Enter your username and password in the appropriate fields in the upper right hand corner of the TritonPass login page; your password is the first three letters of your last name in UPPERCASE and the last four digits of your social security number or last four digits of your student ID number. For example: if your name was John Doe and your SSN was 123-45-6789 then your password would be DOE6789
6. If you have followed the instructions to log into TritonPass and are having issues, please contact the help desk.

## **WebAdvisor**

Through WebAdvisor, students are able to access grades, view transcripts, class schedules, and financial information about their accounts, including Financial Aid. WebAdvisor is accessed through TritonPass on Iowa Central's homepage.

## **Wireless Networks**

Iowa Central provides wireless Internet throughout the campus and residence halls. If you have an account associated with Iowa Central (TritonPass), you will have access through the IC-BYOD wireless network. You will need to know your Iowa Central username and password to access this wireless network, this is the same username and password you would use to access TritonPass. Each device you connect to this network will have to be registered by the user with their username and password associated with Iowa Central. If you are experiencing issues or having connection problems please contact the Iowa Central Help Desk at 515-574-1111 or [help@iowacentral.edu](mailto:help@iowacentral.edu).

## **Tobacco and Nicotine Vapor Product Use Policy**

The Iowa Smokefree Air Act applies to Iowa Central Community College. The purpose of this legislation is “to reduce the level of exposure by the general public and employees to environmental tobacco smoke: and is designed to “regulate smoking in public places, places of employment, and outdoor areas” and “to improve the public health of Iowans.” Because the College wishes to provide a safe and healthy environment for students, employees, and visitors, the College shall comply with all state and federal laws by prohibiting the use of tobacco products in College facilities, on College property, and in College vehicles. To protect the health and environment of the College’s community, the College also prohibits the use of nicotine vapor products (electronic smoking devices) in College facilities, on College property, and in College vehicles. This policy applies to all College students, employees, and visitors.

Nicotine vapor products (electronic smoking devices) shall mean: Any non-combustible product which contains or delivers nicotine (e.g., Electronic Nicotine Delivery System or ENDS) or any other substance intended for human consumption that can be used to simulate smoking through a vapor or aerosol from the product, that employs a heating element, power source, electronic circuit, or other electronic, chemical, or mechanical means, regardless of shape or size, that can be used to produce vapor from a solution or other substance. Nicotine vapor product includes an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, electronic hookah, vapor pen, or other similar product or device.

## **Transcripts**

### ***Students Records Office - Ext. 1025***

To have a transcript sent, a student must fill out the transcript request on the Iowa Central homepage, [www.iowacentral.edu](http://www.iowacentral.edu). The Student Records Office does not take transcript requests by phone. Official transcripts will not be released if you have an outstanding balance with Iowa Central.

## **Transfer of College Credit into Iowa Central**

When evaluating transcripts from other regionally accredited, post-secondary institutions, Iowa Central considers the guidelines of AACRAO (the American Association of Collegiate Registrars and Admissions Officers). Iowa Central requires an official transcript sent by the other college to the Student Records Office before credit is placed on the Iowa Central transcript.

Only courses required by the current program of study are transferred in to Iowa Central.

Military credit transferring in is based on ACE (American Council on Education) recommendations.

Sixteen hours of Vocational Technical credit applies toward the 16 hours of elective credit for the AA degree.

Transfer credit is granted by Iowa Central based on the credits granted at the awarding institution. Quarter hours of credit are converted to semester hours. Other unusual credit granting options are looked at based on the narrative on the reverse of the sending colleges’ transcript.

Students are responsible for monitoring their transfer of credit into Iowa Central. Students are encouraged to provide course descriptions or other documentation about their transfer credit if they do not agree with the Registrar’s evaluation of their credit. Transfer credit appears on the Iowa Central degree audit with the label of TE.

### **International Transcripts:**

Any prospective student (international, permanent resident or U.S. Citizen) who is applying for admission and who has attended a college or university outside the United States must have their international transcript(s) translated by and evaluated by one of the agencies listed on the next page. The evaluation must be sent from the agency directly to Iowa Central Community College, Attn: Student Records Office, One Triton Circle, Fort Dodge, Iowa 50501.

Educational Credential Evaluators, Inc.  
P.O. Box 514070  
Milwaukee, WI 53203  
[www.ece.org](http://www.ece.org)

Global Education Group, Inc.  
1205 Lincoln  
Road, Suite 218  
Miami Beach, FL 33139  
[www.globaledu.com](http://www.globaledu.com)

International Education Research Foundation, Inc.  
P.O. Box 3665  
Culver City, CA 90231  
[www.ierf.org](http://www.ierf.org)

## **Transfer of College Credit into Regent Universities**

Iowa's Regent universities and community colleges have joined to create a web portal dedicated to assisting students with the transfer process. The site serves as a one-stop resource for students planning their future. The url for the site is [www.transferiniowa.org](http://www.transferiniowa.org).

Each year, thousands of students transfer from Iowa community colleges to one of the state's three public universities. Transferring from one college to the next can be a big step, but need not be complicated. The website contains resources helpful in educational planning as well as information for students to discuss with their counselor or advisor.

The number one question transfer students ask is - How will my credits transfer? Students can learn about how their community college courses transfer to each of the three state public universities by following the links on the website. The website contains resources explaining statewide articulation agreements and individual program-to-program articulation agreements by community colleges. These resources are useful for students planning to transfer as well as counselors and advisors. In addition to online resources, it's always a good idea for students to discuss their plans with both a community college and university counselor or advisor. Contact information for the office or person responsible for transfer and articulation at each postsecondary institution is available on the site.

## **TritonAlert/Emergency Notification System**

*Help Desk - Ext. 1111*

The TritonAlert system allows students, staff and families to receive campus emergency alerts through text messages on a mobile phone, as well as through email. Users can be subscribed and unsubscribed to TritonAlerts from the Emergency Notifications link in TritonPass.

## **Triton Closet**

The Triton Closet, located in AST-116, contains coats and winter weather necessities like gloves, hats, scarfs, ear warmers, socks, blankets, and a few boots. Hygiene supplies, school supplies, and various household items are also available. These items are free to all Iowa Central students in need. Contact the school nurse or mental health counselor for assistance with this program. Donations are accepted.

## **Triton Enrichment and Advising Center**

*Director - Ext. 1192 or Ext. 1252*

Triton Enrichment and Advising is available, without charge, to currently registered students. Office hours are Monday-Thursday from 8:00 a.m. – 5:00 p.m. and Friday from 8:00 a.m.-4:30 p.m. Triton Enrichment and Advising is located in Student Support Services in room 124. These services help connect students to all resources on campus. In addition, this service offers mentoring, success coaching, goal setting, getting involved, specialized advising, academic planning, assistance with major selection, transfer information, computer use, a relaxing environment, and much more!

## **Triton Food Pantry**

The Triton Food Pantry, located in AST-116, is available to all Iowa Central students free of charge and contains non-perishable food items. Various types of bread and pastries are available each Friday. The school nurse and mental health counselor coordinate this program. Donations are accepted.

## **Triton QuickCare Clinic**

*Ext. 1047*

The Triton Quick Care Clinic is located in AST-116 one day per week. A Nurse Practitioner is available to all students and staff for evaluation and treatment of illness or injury, testing for STD, birth control and other women's health issues. This includes prescriptions if needed. Physicals are also available. Insurance will be billed for these services or a small fee will be charged for those with no insurance. Call ext. 1047 to make an appointment. Walk ins welcome.



## Tuition Refunds

For a semester long, 15 week course, the credit period for tuition and applicable fees will be the first three weeks and the credit will be calculated at the percentage shown in the table below. Courses shorter than 15 weeks will have proportionally shorter refund periods.

Tuition and Applicable Fee Credit Percentages		
Session day	1-5	100%
Session day	6-10	75%
Session day	11-15	50%
Session day	16-75	0%

Session days are defined as Monday-Friday. Session days count begins with the beginning date of the college term.

## Veteran/Military Students

### *Assistant Registrar - Ext. 1021*

Qualified veterans and military members are eligible for G.I. benefits at Iowa Central. Early arrangements should be made with the school certifying official in Student Records. In order for GI benefits to be certified each term, students must contact the certifying official to complete the formal request. Students must maintain a cumulative GPA of 2.0 to be eligible to receive benefits. All veterans, military members, and their immediate family receive in-state tuition rates. Iowa Central offers resources and space in the Triton Enrichment Center for veteran/military students to study and hang out together between classes.

## Vocational Rehabilitation

### *Mary Augustus - 515-573-8175*

Iowa Central houses a branch of the State Vocational Rehabilitation Office. If a student has a real or potential disability, they can visit the Voc-Rehab Office, located in the IowaWorks Building.

## Weapons Policy

The College prohibits the possession, storage, or use of firearms, explosives, or other dangerous weapons (as defined in Iowa Code 702.7) within any College building or facility and at any College sponsored classes, events or activities, including storing weapons and/or ammunition in vehicles on campus and/or in the residence apartments. This policy shall apply to all persons entering or upon any College location, including students, employees, and campus visitors; provided that, this policy shall not apply to authorized and full-time active commissioned law enforcement officers or others authorized by the Iowa Central Campus Security Office.

## WebAdvisor

For WebAdvisor information, see "Technology at Iowa Central" section on page 46.

## Withdraw and Total Withdraw from College

### *Registrar - Ext. 1020*

Withdrawing from a course: The last day to request to withdraw from a 15 week course for Fall 2018 is November 21st and for Spring 2019 is April 12th. Dates vary for classes that are less than one full semester. Contact Student Records for more information. Classes must be requested by these dates so as to not receive an "F" on permanent record. Not attending a class does not constitute a withdrawal. To withdraw from a course, students should log-in to WebAdvisor and click on "Withdraw from Class" to complete the online withdraw form. Students can check the status of their request in the section labeled "Previous Withdraw Requests" on the first screen of the online withdraw. It is the student's responsibility to make sure they have correctly submitted the online withdrawal. Students choosing not to withdraw from a class using the online withdraw procedure must pick up a Change of Enrollment form in the Student Records Office, obtain the instructor's signature, and return the form to the Student Records Office for processing.

**Failure to attend class, once registered, does not cancel enrollment in any class or classes.** Failure to change enrollment status except according to the above procedure will result in a grade "F" recorded on the permanent record.

A notation of "W" (withdrawal) will be made on the student's permanent record if he/she officially requests to withdraw prior to the published withdraw date.

For Distance Learning withdraw procedures, please contact the Distance Learning Office at Ext. 1098.

**Total Withdraw from College:** A student who finds it necessary to withdraw from all college courses before the end of the regular term should confer immediately with his or her advisor and then make application to the Student Records Office for total withdrawal. Failure to do so may result in the issuance of failing grades in all subjects for which the student enrolled. There is no withdrawal via telephone. Students receiving Federal Stafford Loans will be directed to do exit counseling at the time of withdrawal. If exit counseling is not completed at the time of withdrawal, the total withdrawal from college will not be processed.

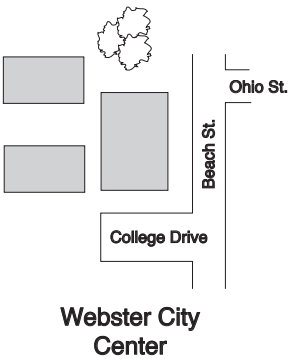
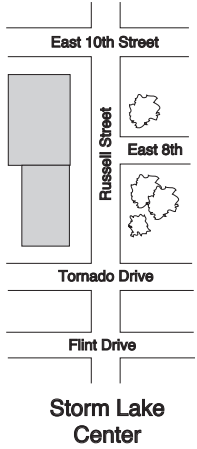
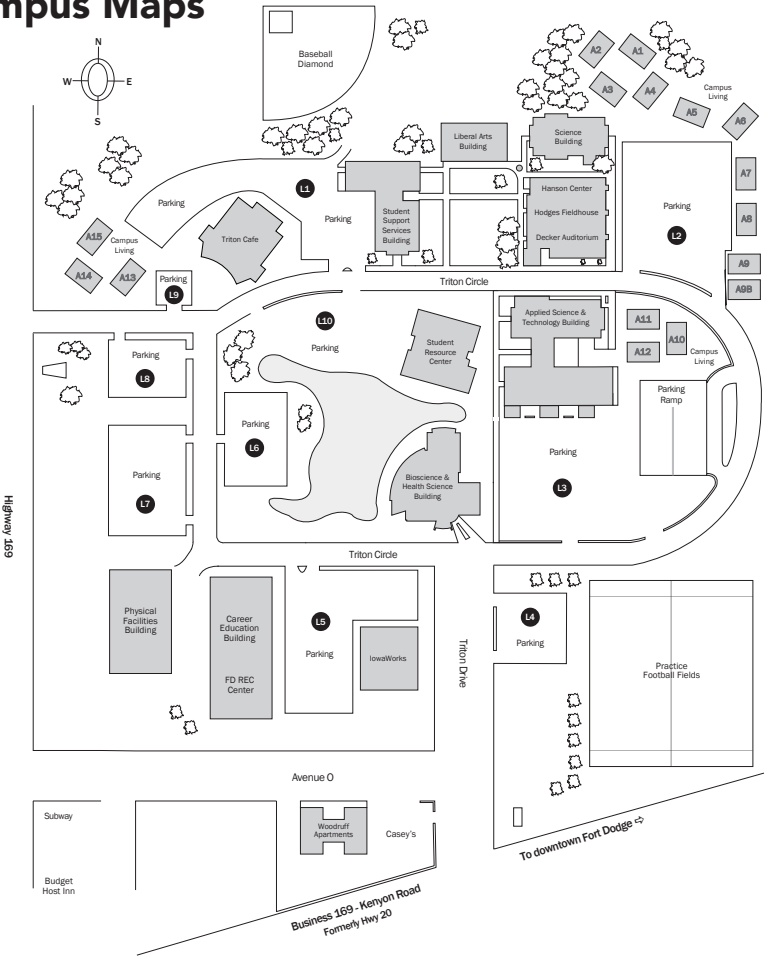
**Total Withdraw from College - All Online Courses:** Students who are enrolled in all Online courses should log-in to WebAdvisor, click the "Withdraw from Class" link and complete the online withdrawal. Students receiving Federal Stafford Loans, will be directed to online exit counseling and the deadline for completing exit counseling will appear on the page. If the student fails to complete exit counseling before the deadline, the withdraw request is deleted from the system. The student will then have to fill out a new request and the withdraw will be processed as of the new request date. Once exit counseling is completed, the student returns to the "Withdraw from Class" link to submit the exit counseling confirmation number.

## **Work-Study**

**Coordinator, Financial Aid - Ext. 1032**

Federal Student Aid application (FAFSA) results are used to determine whether students qualify for work-study. Work-study jobs are available when students qualify for the Federal or State assisted program. Jobs are available for those interested in clerical, library, reading tutors, recreation office and many more areas on and off campus.

# Campus Maps



# Iowa Central Community College

## Release of Information

This completed and signed Release of Information Form must be on file with Iowa Central if students want to share information with parents, guardians, the military, etc.

I, \_\_\_\_\_, \_\_\_\_\_  
(Student Name) (Social Security Number)

and/or \_\_\_\_\_  
(Student ID#)

do hereby authorize **Iowa Central Community College** to release the following non-directory information (check any that apply):

- |  |  |
|--|--|
| <input type="checkbox"/> Financial Aid Information | <input type="checkbox"/> Billing Information   |
| <input type="checkbox"/> Grades and GPA            | <input type="checkbox"/> Class Schedules       |
| <input type="checkbox"/> Housing Information       | <input type="checkbox"/> Class Attendance      |
| <input type="checkbox"/> Health Information        | <input type="checkbox"/> Veteran's Information |
| <input type="checkbox"/> Academic Accommodations   |  |

To: \_\_\_\_\_  
(relative/facility/agency name - **be specific**. The term "parents" is not acceptable)

**I understand that the information may be given verbally or in written form and this release includes permission to furnish copies.**

**I understand that this release agreement is only valid for the school year of \_\_\_\_\_ (example 2018-2019).**

\_\_\_\_\_  
(Signature of Student)

\_\_\_\_\_  
(Date)

# Iowa Central Community College

## Nondisclosure of Directory Information Request

Iowa Central Community College considers the following information directory information and will release this information to others, without the written consent of the student, **unless** the student asks that the information be withheld. If you choose to withhold your directory information, this nondisclosure form must be completed and submitted to the Student Records Office by the end of the first 10 class days of the term. Iowa Central Community College employees have access to this information when they have a legitimate educational interest even though the student has put a hold on the information to parties outside the college.

This "Nondisclosure of Directory Information" will be in effect until the student requests in writing that it be revoked.

Students requesting non-disclosure understand that their name will not appear in the graduation program, in sports bulletins, music & theater brochures, honor rolls, home town newspapers, etc. Also, information requested by employers and student loan companies will not be released for verifications.

- Name
- Address
- Major
- Telephone
- Degrees
- Personal e-mail address
- Date of Birth
- Dates of attendance
- Enrollment Status
- Honors & Awards
- Previous education institutions attended
- Participation in recognized activities and sports
- Wgt. & Hgt. of Athletic Team Members

*Please Print*

---

(Last Name) (First Name) (Middle Name)

---

(Signature of Student) (Date)

---

(Student ID Number)

**Submit this form to Student Records**

