Welcome to Triton Nation!

Your Iowa Central team specially designed this handbook for you to use as a resource for a great experience here at Iowa Central! Here’s what you will find inside:

- Activities
- Calendar
- Events
- Phone numbers
- Policy and Procedures
- Study Tips

We hope this handbook helps you navigate your way and encourages you to get involved in the many exciting opportunities offered here! While we are planning for the best possible outcomes as we deal with COVID-19, we acknowledge that not all plans may go the way we intended. We are prepared to adjust and find new solutions should the situation with COVID-19 impact activities and events we have planned. We will always keep you updated with changes on the Iowa Central website found at www.iowacentral.edu.

You made an excellent choice to study at Iowa Central and we are glad you are a part of Triton Nation! We will strive to fulfill our mission of providing you with a first-class experience in and out of the classroom. The entire Iowa Central team is dedicated to continually improve our services and educational environment. I invite you to share with me or any of my teammates, your feedback.

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.

The information in this book was the best available at press time. Watch for additional information and changes.

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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.


If you have questions or complaints related to compliance with this policy, please contact Kim Whitmore, Director of Human Resources, phone number 315-574-1138, whitmore@iowacentral.edu, or the Director of the Office of 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. 1291
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
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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.

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 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, located in the Student Resource Center, offers a range of services to Iowa Central Community College students including:

Academic Assistance - Ext. 1045
Academic Assistants help students understand class materials, proofread papers, research topics, and complete assignments. Drop-in academic assistance is a free service available to all Iowa Central students, not only for students who are struggling or failing, but also for students who want to raise their grade. Academic Assistants are located in a designated area in the Academic Resource Center and are available for a variety of subjects. Available services and Academic Assistants’ schedules can be located in the Academic Resource Center or on the Iowa Central website.

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 process that you visit www.iowacentral.edu/accommodations and identify your request by submitting the public accommodation request form; then 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 which can be reached by calling 515-574-1045. For online information about accommodations, please go to 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, and headphones are provided for student use in the Academic Resource Center. Students will be charged a replacement/processing fee for items not returned by the end of the current semester. Photocopying and color printing are available for a nominal fee.

The online library is available both on and off campus: Gale and EBSCO databases 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 can be arranged by following the College’s process: www.iowacentral.edu/accommodations
- Students should take their accommodated test(s) in the Testing Center (if they choose to use their accommodations) during their scheduled class time. If they have back-to-back class times, a make-up time can be arranged. A makeup time can be arranged with the instructor if classes are scheduled back-to-back.
- Students with accommodations for a reader, scribe, and/or private testing room must schedule an appointment at least 2 business days in advance with the appropriate Testing Center (Fort Dodge, Storm Lake, or Webster City). Accommodated and distance learning 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 Higher Learning Commission, 230 S LaSalle Street, Suite 7-500, Chicago, IL 60604, 1-312-263-0456, www.hlcommission.org.
Add/Drop Procedure
On Campus Classes
Adding of an On Campus class can be done within the first five (5) College calendar days of the term.

Dropping of an On Campus class (without a “W” on transcript) can be done within the first five (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 four (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 five (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.

Advising Center
Advising Director - Ext. 1252
The Advising Center, located in the Greehey Family Student Success Center, provides advising services to students at any point throughout the semester. Advisors are ready to assist students with any questions regarding class scheduling, transferring, assistance with major selection, and connection to other services on campus. Advisors are eager to assist and guide students in completing their goals while they are here at Iowa Central.

Advisors
Advising Director - Ext. 1252
Students will be assigned an advisor according to the area of study they have chosen. Advisors are staff members who assist students in choosing the proper courses, organizing a class schedule, and assisting students in meeting 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), at which time the student may enroll.

Alcohol and Drug Abuse Prevention
Campus Nurse - Ext. 1047
Mental Health Counselor - Ext. 1051
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.

Campus Nurse - 515-574-1047
Mental Health Counselor - 515-574-1051

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.
Alumni
Development and Alumni Relations Executive Director, Ext. 1145
Please visit iowacentral.edu/foundation/ 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 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 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 AM-4:30 PM
Thursday..............................................7:30 AM-7:00 PM
Friday ..................................................7:30 AM-4:00 PM
Summer Hours, Monday-Friday ............7:30 AM-3:30 PM

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 (5) 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 (10) calendar days by the Iowa Central Business Office.

Also see “Online Bookstore” section on page 34.
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 out iowacentral.edu/BIT/ 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 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 web page (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 515-574-1000. 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 your 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

Career Services offers several services to help you be successful; from choosing the right college program for you to finding that job. Whether you are a future or current student, graduate, community member seeking career assistance, or an employer looking to hire, we’re here to help.

Our services include an online job board, choosing the right college program, individual career counseling, resume and cover letter writing assistance, mock interviews, job search resources, career fairs, events, and workshops, and career search support.

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.

Clubs, Organizations and Activities

Iowa Central 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**

*Niki Johnson, Advisor - Ext. 1276*

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.

**Collegian (College newspaper)**

*Michelle Tjaden, Advisor - Ext. 1057*

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

**Culture Club**

*Rochelle Green, Advisor - Ext. 1182; Jennifer Dutcher, Advisor - Ext. 1178; Kara Weyand, Advisor - Ext. 1236*

Students will broaden their world horizons while making valuable connections with other students and faculty. Students will be exposed to diverse cultural activities and experiences through music, food, film, visual arts, and performing arts.

**Fishing Club**

*Terry Coleman, Advisor - Ext. 1350; Brian Smith, Advisor - Ext. 1088; Guy Horn, Advisor - Ext. 11349*

The fishing club is an organization of Iowa Central students who have a passion for the sport. The fishing club will allow students to meet other likeminded students so that they can find other students to go enjoy the great fishing our area offers.

**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
Brandon Bush - Ext. 1346
Flag football, volleyball, frisbee golf, 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. 1346.

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.

Professional Agricultural Student Organization - PAS
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.”

Skills USA
Kylia Doyle, Sponsor - Ext. 1286
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
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 Julifs, 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 contests, and other activities for Iowa Central students. Student Senators will also organize carnival 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 AM-5:00 PM and Friday, 8:00 AM-4:30 PM. Summer hours (first Monday of June-first Friday of August) are 8:00 AM-4:00 PM.

College Colors and Mascot
The official colors of Iowa Central are navy blue and white. The mascot is 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 class times.

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. 1360
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. Women have the opportunity to participate in 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
- Financial Aid - www.studentaid.gov
- Title IX - 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 515-573-8145.

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.
Device (College Issued) Information  
*The following information can be found in its entirety in the Device User Agreement.*

**Ownership:** Iowa Central retains sole right of ownership of the Device and grants permission for Student to use Device according to the terms set forth in this Agreement. Moreover, Iowa Central staff retain the right to collect and/or inspect Device at any time, including via electronic remote access; and to alter, add or delete installed software or hardware.

**Substitution of Equipment:** In the event the Device is inoperable, Iowa Central has a limited number of spare Devices for use while the Device is being repaired or replaced by Iowa Central. However, Iowa Central cannot guarantee a loaner will be available at all times to Student. This Agreement remains in effect for such a substitute Device issued to Student by Iowa Central. Student may NOT opt to keep a broken Device or to avoid using Device due to loss or damage. If Student forgets to bring Device or power adapter to class, a substitute Device will not be provided to Student.

**Damage or Loss of Equipment**

**Personal Insurance:** It is recommended that Student or Parent, if applicable, add the Device to their current homeowner/renter insurance policy.

**Responsibility for Damage:** Student is responsible for maintaining a 100% working Device at all times. Student shall use reasonable care to ensure that the Device is not damaged. In the event of damage, Student or Parent, if applicable, will be billed for the full cost of repair or replacement of the Device.

Iowa Central considers placing stickers on the Device, writing on the Device with markers or any other type of modifications to be vandalism and will result in Student or Parent assuming the replacement cost of the Device.

Iowa Central reserves the right to charge the Student or Parent, if applicable, the full cost of repair or replacement of the Device when damage occurs due to gross negligence as determined by Iowa Central. All repairs and/or replacements of the Device must be made through Iowa Central. Payment shall be made by Student or Parent, if applicable, to Iowa Central and Iowa Central will purchase the equipment-related materials.

**Responsibility for Loss:** In the event the Device is lost or stolen, Student or Parent, if applicable, will be billed for the full cost of replacement.

**Actions Required in the Event of Damage or Loss:** Student is required to report any and all problems related to the Device immediately to the Iowa Central Bookstore staff. If the Device is stolen or vandalized, Student required to also file a police report.

**Technical Support and Repair:** Iowa Central does not guarantee that Iowa Central will be able to repair damaged Devices. If not repairable, Student or Parent, as applicable, will be billed for the full replacement cost of the Device.
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 (PSEA). 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 go to www.iowacentral.edu/online_learning/ to find a comprehensive list of classes offered.

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 disbursement 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.

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.

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 faculty, staff, students, and community members to promote diversity, address issues, and offer education on the Iowa Central 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 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 at www.iowacentral.edu/diversity/.

E-mail/Internet Accounts
For E-mail/Internet information, see “Technology at Iowa Central” section on pages 46-49.
**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**

**Advising Director - Ext. 1252**

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 online on the Iowa Central web page (www.iowacentral.edu). 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 or call 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. 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 2020-2021 year after October 1, 2019 and you may file for the 2021-2022 year after October 1, 2020. 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


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 Work Study
- IA Voc Tech Grant
- Federal Direct Loan
- Federal PLUS Loan
- IA Kibbie Grant
- Federal SEOG
- IA National Guard Program
- 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 credit hours x .67 = 16 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 credit hours x 1.5 (150%) = 90 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.

Reinstate 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. Use of the Fitness Center is included in the housing plan for students who live on campus. Students who live off campus can use the Fitness Center for a discounted fee. Operating hours are as follows:

- Monday-Thursday - 5:00 AM-9:30 PM
- Friday - 5:00 AM-8:00 PM
- Weekends - Saturday - 8:00 AM-2:00 PM, Sunday - 12:00 PM-5:00 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, located in the Student Resource Center. 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 - 7:00-9:00 AM
- Lunch - 11:00 AM-1:30 PM
- Dinner - 5:00-7:00 PM
- 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 iowacentral.edu/food_service/menu_calendar.asp. 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:

<table>
<thead>
<tr>
<th>Class</th>
<th>Grade</th>
<th>Per Credit Quality Points</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>The College Experience</td>
<td>A</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Introduction to Keyboarding</td>
<td>A</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Composition 1</td>
<td>B</td>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td>Elementary Algebra</td>
<td>CP</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Introduction to Psychology</td>
<td>C</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td>Introduction to Biology</td>
<td>D</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Biology Lab</td>
<td>F</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

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 in WebAdvisor, 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 their written questions concerning the course grade to the Vice President of Instruction no later than 10 calendar days after the Dean delivers their 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 2020-2021 college year will be held Thursday, April 29th, 2021 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: 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 directors, 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 as to Harassment:
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:

a. The content consists of those personally abusive epithets which are inherently likely to provoke a violent reaction,

b. 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

c. 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.

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:

a. 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;

b. 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

c. 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 Exploitation: Non-consensual or abusive sexual advantage of another for their own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual harassment offenses. Examples include, but are not limited to, invasion of sexual privacy, prostituting another student, non-consensual video or audio-taping of sexual activity, going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex), engaging in voyeurism, knowingly transmitting an STI or HIV to another
individual, exposing one’s genitals in non-consensual circumstances, inducing another to expose their genitals. Sexually-based stalking and/or bullying may also be forms of sexual exploitation.

- **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, buttocks, 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.

4. 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 probable 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.

5. Reporting Sexual Harassment:

a. Students who feel that they have been the subjects of sexual 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.

6. 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

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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.

7. Definitions as to Sexual Violence

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 aslee 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 cohabiting with or has cohabited 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 it 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 their safety or the safety of others; or
- Suffer substantial emotional distress.

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.

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:

a. 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;

b. 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 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.

c. 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.

d. 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.

To Report Confidentially: If an individual desires that details of an incident of sexual harassment or sexual violence be kept confidential, they should speak with the on-campus mental health counselor, campus health service provider or off-campus rape crisis resources who can maintain confidentiality. The College mental health counselor is available to help you free of charge and can be seen on an emergency basis. In addition, you may speak off-campus with members of the clergy, who will also keep reports made to them confidential.

Non-confidential reporting options: You are encouraged to speak to officials of the College to make formal reports of sexual harassment and/or sexual violence. You have the right and can expect to have incidents of sexual harassment and/or sexual violence to be taken seriously by the College when formally reported, and to have those incidents investigated and properly resolved through administrative procedures.

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

a. Has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment; or
b. Has the purpose or effect of substantially or unreasonably interfering with an individual’s work or academic performance; or
c. 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.

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

11. Procedure for Reporting and Investigation Complaint of Racial, Religious, National Origin, , Socioeconomic Status, Military Service, Age, and/or Disability Harassment

a. Any person who believes they have been the victim of harassment by a student, faculty member, administrator, or other College personnel because of race, color, creed, religion, national origin, socioeconomic status, military service , age, and/or disability or any other status protected by federal, state, or local law (except as to complaints because of sex, sexual orientation, gender identity, and/or sex stereotyping, or marital status addressed by separate procedure for handling complaint discussed later in this Policy) should report the conduct to the Vice President of Enrollment Management & Student Development or to the Director, Human Resources.

b. Any person with knowledge or belief of conduct which may constitute harassment toward a student, faculty member, administrator, or other College personnel by a student, faculty member, administrator, or other College personnel because of race, color, creed, religion, national origin, , socioeconomic status, military service, age, and/or disability or any other status protected by federal, state, or local law (except as to complaints because of sex, sexual orientation, gender identity and/or sex stereotyping, or marital status addressed by separate procedure for handling complaint discussed later in this Policy) should report the alleged conduct immediately to their supervisor or to the Director, Human Resources.

c. Persons wishing to file a complaint may decide to resolve the matter through the informal complaint procedure, the formal complaint procedure, or both, following the steps outlined below. The complainant may contact the Vice President of Enrollment Management & Student Development or to the Director, Human Resources at any time for advice.

d. Informal Complaint Procedure
Any of the aforementioned persons who have a complaint and wish to use the informal complaint procedure will proceed in the manner described. The employee will schedule an informal discussion with their immediate supervisor or the student will schedule an informal discussion with the Vice President of Enrollment Management & Student Development. This informal discussion will be held within ten (10)
calendar days (excluding weekends and College approved holidays and closings) following the occurrence of the matter which caused the individual to believe a violation of this Policy has occurred, or ten (10) calendar days (excluding weekends and College approved holidays and closings) after they have discovered the matter, provided the discovery is within six (6) months of the occurrence of the matter. At this informal discussion the individual and the supervisor or the Vice President of Enrollment Management & Student Development may each request the presence of a third party and/or the College’s EEO/AA Officer. An effort will be made at the time by both parties to resolve the issue. If the complaint is not resolved, the complainant may then proceed, within the following 30 calendar days (excluding weekends and College approved holidays and closings), through the Formal Complaint Procedure described below.

An informal resolution can be achieved at any time in this process if all parties are satisfied with the adjustment of the complaint.

e. Formal Complaint Procedure

Within ten (10) calendar days (excluding weekends and College approved holidays and closings) following the occurrence of the matter which caused the individual to believe a violation of this Policy has occurred, or within ten (10) calendar days (excluding weekends and College approved holidays and closings) after they have discovered the matter, or as provided above in the Informal Complaint Procedure, provided the discovery is within six (6) months of the occurrence of the matter, any of the aforementioned persons who have a complaint and wish to use the formal complaint procedure may filing a written complaint the Vice President of Enrollment Management & Student Development or to the Director, Human Resources.

Within two (2) calendar days (excluding weekends and College approved holidays and closings) after the receipt of the written complaint, the Vice President of Enrollment Management & Student Development or to the Director, Human Resources shall designate an officer of the College who shall be responsible for investigating the complaint (such officer shall not be the party reported to have committed the alleged harassment).

A written statement from the reporting person (complainant) shall be obtained by the designated officer within two (2) calendar days (excluding weekends and College approved holidays and closings) of their designation and request that the complainant have no contact with accused individual pending the investigation. The officer will then immediately contact the person who allegedly engaged in the harassment (respondent), inform the respondent of the basis of the complaint, and provide the respondent an opportunity to respond. The investigator shall specifically request that respondent have no contact with the complainant pending the investigation. The respondent will then have two (2) calendar days (excluding weekends and College approved holidays and closings) from the date of notification to make a written response to the designated officer. The complainant or respondent so interviewed may elect to have another person present during the interview, including the opportunity to be accompanied by an advisor of their choice and at their expense. But in no event may such election interfere with the interview or disrupt the complaint procedure process provided herein.

The designated officer shall advise the complainant as appropriate of the following rights:

The complainant may, at any time within the complaint procedure, but within 90 days of the occurrence of the matter, file a complaint with the Human Rights Commission in Fort Dodge; the complainant may file a complaint with the Iowa Civil Rights Commission in Des Moines within 180 days of the occurrence of the matter, and with the U.S. Equal Employment Opportunity Commission in Kansas City within 360 days of said occurrence; and the complainant may also be advised of the right to file a complaint with any other appropriate agency(ies).

Upon receipt of the response, the designated officer shall report in writing to the Director, Human Resources the findings of the investigation, and shall notify the complainant and the respondent of said findings in writing within fourteen (14) calendar days (excluding weekends and College approved holidays and closings) of the appointment. The Director, Human Resources shall review the written findings to determine if harassment in violation of this Policy has occurred.

Upon completion of the review and determination by the Director, Human Resources, both the complainant and the respondent shall be notified separately in person and in writing by the Director, Human Resources of their decision within seven (7) calendar days (excluding weekends and College approved holidays and closings) of receiving the report. The complainant and the respondent shall be notified if the Director of Human Resources is unable to meet with them in person within seven (7) calendar days (excluding weekends and College approved holidays and closings) and a meeting will be scheduled as soon as possible.

The Director, Human Resources will meet separately with the individuals and will address any questions concerning the determination or resolution with the individuals during this meeting.

f. The College reserves the right to take whatever measures it deems necessary in response to a complaint of harassment by a student, faculty member, staff member, administrator, or other College employee. 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, probation, interim suspension from campus pending a decision, and expulsion. Not all forms of harassment 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.

g. The individual, in accordance with College policy, the Master Agreement, the Collective Bargaining Agreement, the Student Handbook, or the Employee Handbook, whichever applies, may appeal any disciplinary action resulting from this procedure.

h. In the event the complainant is dissatisfied with the Director, Human Resources’ decision, the complainant may appeal in writing to the President of the College within five (5) calendar days (excluding weekends College approved holidays and closings) of the receipt of the Director, Human Resources’ decision.

i. As this procedure is initiated and completed, all involved parties will be expected to respect the sensitive nature of the matter and to protect the confidentiality of the complainant, the respondent, and all those involved in the investigation. The College will respect the privacy of the complainant, the respondent, and all those involved in the investigation as much as possible, consistent with the College’s legal obligations to investigate and to take appropriate action. Only people who need to know will be told, and information will be shared only as necessary with investigators, witnesses, and the accused individual.

j. The College will make every reasonable effort to conclude its full investigation of a complaint, decision by the Director, Human Resources, and processing of any appeal within sixty (60) calendar days (excluding weekends and College approved holidays and closings) from its receipt of a complaint. The time periods specified in this procedure are institutional expectations. The Director, Human Resources 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.

12. Procedure for Filing and Investigating a Formal Complaint of Sexual Harassment and/or Sexual 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 sex, sexual orientation, gender identity, sex stereotyping, or marital status, 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 they have been the victim of harassment or violence by a student, faculty member, staff member, administrator, or other College employee because of sex, sexual orientation, gender identity, sex stereotyping, and/or marital status 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 (excluding weekends and College approved holidays and closings) from its receipt of a complaint. The time periods specified in paragraphs a., b., and c. below and in paragraph b. 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 their absence and/or to facilitate the timely resolution of a formal complaint.

a. Within two (2) calendar days (excluding weekends and College approved holidays and closings) 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 their choice and at their 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 College approved holidays and closings) 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 College approved holidays and closings) 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 College approved holidays and closings) 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 their decision within seven (7) calendar days (excluding weekends and College approved holidays and closings) 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 College approved holidays and closings) 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 their written decision to the administrator with authority discipline or to make recommendations concerning discipline and who will take or recommend appropriate disciplinary action.

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 sex, sexual orientation, gender identity, sex stereotyping, and/or marital status. 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, probation, 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.

Title IX requires notification be made to the College’s Title IX Coordinator of the resolution of any potential sexual harassment and/or sexual violence issues.
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 College approved holidays and closings) 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 College approved holidays and closings) 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.

13. 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 and/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 and/or violence under this Policy will be subject to discipline. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

14. Education Programs to promote the awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking

Iowa Central Community College will conduct education programs to promote the awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking, which shall include:

a. Primary prevention and awareness programs for all incoming students and new employees, which will include:
   1. A discussion of this policy;
   2. Safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than such individual;
   3. Information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks;
   4. The procedures set forth in this policy for handling a complaint;
   5. Possible sanctions or protective measures the College may impose following a final determination after a College investigation of reported incident of rape, acquaintance rape, domestic violence, dating violence, sexual assault, or stalking;
   6. Procedures victims should follow if a sex offense, domestic violence, dating violence, sexual assault, or stalking has occurred, including information about:
      a. The importance of preserving evidence as may be necessary to the proof of criminal domestic violence, dating violence, sexual assault, or stalking, or in obtaining a protection order;
      b. To whom the alleged offense should be reported;
      c. Options regarding law enforcement and campus authorities, including the victim’s option to:
         i. Notify proper law enforcement authorities, including College Campus Security and local police;
         ii. Be assisted by campus authorities in notifying law enforcement authorities if the victim so chooses; and
         iii. Decline to notify such authorities; and
      d. The rights of victims and the College’s responsibilities regarding orders of protection, no contact orders, restraining orders, or similar lawful orders issued by a criminal and/or civil court;
      7. Notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, and other services available for victims both on-campus and in the community; and
      8. Information concerning options victims have for available assistance. If applicable, in changing academic classes, on-campus living, and working situations, if so requested by the victim and if such accommodations are reasonably available, regardless of whether the victim chooses to report the incident to College Campus Security or to local law enforcement, and
b. Ongoing prevention and awareness campaigns for students and faculty that will include the above information.

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
Help Desk
For Help Desk information, see “Technology at Iowa Central” section on page 48.

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 a 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 17 & 51). 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 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 a 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 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 at secure.iowacentral.edu/bookstore/. 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 Campus Security at 515-574-1000 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 requited.

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 requited 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 their 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**
**Executive Director of Development - Ext. 1145**

Scholarships are made by the College and private donors who contribute to the scholarship program. You may fill out the online scholarship application at www.iowacentral.edu/financial_aid/foundation_scholarships.asp. Foundation scholarships are listed on the Iowa Central website, along with the online applications. Students are awarded scholarships based on past achievements, academics, and financial need. Scholarships are renewed for the next term based on stipulations stated in the scholarship contract. Scholarships can be made unavailable to students who do not complete the stated agreement.

School Nurse

**School Nurse - Ext. 1047**

Iowa Central has a Registered Nurse on duty at the Fort Dodge Center Monday–Friday from 7:30 AM–4:30 PM 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. A mailed, faxed, or emailed copy of immunization records is acceptable.

Email: graves@iowacentral.edu Fax: 515 574-1048 Mail: One Triton Circle, AST 118, Fort Dodge, IA 50501

Athletes and students living on campus are required to use MedProctor 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

**Director of Advising, Ext. 1252**

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 their 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 their 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 their 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 count, or uses the computers and network resources made available by Iowa Central Community College, must understand that they are accountable for the policies set forth in this document. In addition, users assume responsibility for:
   - Protection of their passwords;
   - Reporting any breach of system security;
   - Reporting unauthorized use of their accounts;
   - Changing their passwords on a regular basis;
   - Frequently making backup copies of your work to ensure against loss; and
   - Clearly labeling works and opinions as their 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, 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 their 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 threat 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 designee, 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 designee, 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 their 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 their 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 their designated representative will present information in support of the recommendation to indefinitely suspend or expel. The student or their 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 their side of the story; 2) to present witnesses and evidence on their 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 their 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

Student Records – Ext. 1025
Students living off campus must go to Student Records 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. Student must have their minimum payment made on their bill before an ID is issued. The ID is valid for an entire academic year. Students will be issued their first ID at no charge. A replacement fee of $5.00 will be issued for the first replacement and $25.00 for each additional replacement. Replacement fees can be paid in cash or charged to the Iowa Central student account 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 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:

1. Educational records, the student should follow the review/grievance procedures in Board Policy Number 404; Student Handbook, Pages 14, 18 (FERPA)
2. A finding of scholastic dishonesty, the student should follow the appeal process in Board Policy Number 407; Student Handbook, Page 39 (Scholastic Dishonesty)
3. A student grade, the student should follow the review procedure in Board Policy Number 408; Student Handbook, Page 23 (Grade Appeal)
4. 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 24 (Harassment)
5. 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:
   a. Ordinarily, the student should first attempt to resolve the concern with the instructor.
   b. If after meeting with the instructor, the student believes their concern is not resolved, or, if the student does not feel, for whatever reason, they 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.
   c. 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 their 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.
   d. If the concern is not resolved to the student’s satisfaction, the student may within ten (10) calendar days of the receipt of the Vice President of Instruction’s findings request, in writing, that the College President review the concern. The President will review the concern and take such action as they deem appropriate including (but not limited to) the recommendation of action to the Board of Directors.

**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.

5. 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.

6. 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.

7. 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 polices of the College.

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

- Users accessing these resources are representing the College. All communications should be for or related to the purposes and mission of Iowa Central;
- 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.

8. 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 their 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:

a. 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

b. Has the purpose or effect of creating a hostile, intimidating, or offensive environment.
9. **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.

10. **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.

11. **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.

12. **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.

13. **Canvas**

Canvas 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 Canvas.

14. **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.

15. **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 AM–8:00 PM, and Fridays from 7:30 AM–4:30 PM 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.

16. **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.
17. TritonPass
TritonPass is the system that allows students to access all internet resources such as email, WebAdvisor, and Canvas 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.

How to log into TritonPass:
1. Go to Iowa Central’s homepage (www.iowacentral.edu)
2. Click on the TritonPass link on the top of the web page.
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.

18. 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.

19. 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.

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

Iowa Central has partnered with the National Student Clearinghouse for official transcript orders. Students can choose to send an electronic copy of their Iowa Central transcript by completing a transcript order online through the National Student Clearinghouse. The National Student Clearinghouse is available 24 hours a day, 7 days a week. There will be a processing fee from the National Student Clearinghouse. This service is available for students who took college credit classes August of 2004 or after. Visit www.iowacentral.edu/student_records/transcript_request.asp to order a transcript.

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 below. 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

Global Education Group, Inc.
1205 Lincoln Road, Suite 218
Miami Beach, FL 33139
www.globaledu.com

International Education Research Foundation, Inc.
P.O. Box 3665
Culver City, CA 90231
www.ierf.org

Reverse Credit Transfer:

Reverse credit transfer is a partnership developed by the Board of Regents and Iowa’s public universities in close collaboration with Iowa’s community colleges to facilitate the transfer of credits back to one of Iowa’s community colleges for the purpose of providing an opportunity for students to attain a degree, diploma or certification.

The agreement builds on the many existing collaborative arrangements between the institutions that promote the success of community college students as they transition to Iowa’s public universities.

How does reverse credit transfer work?

Iowa community college transfer students have the opportunity to participate in the reverse credit transfer agreement. Community college students indicate their interest, at the time of application to the university, in applying future credits earned at the university toward the completion of their associate degree, diploma or certification.

By doing so, the student agrees to have his/her university transcript sent back to his/her community college while enrolled at the university. The community college will then evaluate this coursework to determine if degree, diploma or certification requirements are met. The community college makes the decision on whether a degree or other credential will be granted. Any credential will be awarded in the semester/year all final requirements are met.

The sending of the university transcript to the community college does not guarantee the granting of a degree or other credential. This is at the discretion of and subject to the degree and residency requirements of the community college, which is the degree granting institution.
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.transferiowal.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

Ext. 1047

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 Food Pantry

Ext. 1047

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’s, 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**

Tuition and applicable fee adjustments are made for drops/withdrawals according to the following schedule:

<table>
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<th>Session day</th>
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<td>Session day</td>
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</table>

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

Tuition and applicable fee refunds for courses or sessions shorter than fifteen weeks will have proportionally shorter refund periods or as otherwise defined for the class. For example, shorter online classes may only entail an extended 100% refund with no option of 75% or 50% refund periods.

**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 G.I 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 49.

**Withdraw and Total Withdraw from College**

**Registrar - Ext. 1020**

**Withdrawal from a course:** The last date to request a withdrawal from a 15-week course for Fall 2020 is December 4th; for Spring 2021, the last date to request a withdrawal from a 15-week course is April 16th. Dates vary for classes that do not meet for the full 15-week semester. Contact Student Records for more information. Requests must be made by these dates to avoid receiving an “F” on the permanent record.

Not attending a class does not constitute a withdrawal request. To withdraw from a course, students must log in to WebAdvisor, click on “Drop/Withdraw from Class,” and complete and submit the online withdrawal form. Students must make sure they have correctly submitted the online withdrawal form and can check the status of their request(s) in the section labeled “Previous Withdraw Requests” in the online withdrawal form. Students choosing not to withdraw from a class using the online withdrawal procedure must get 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 of “F” recorded on the permanent record. A notation of “W” (withdrawal) will be made on the permanent record if students officially withdraw prior to the published withdrawal date. For Distance Learning Withdrawal procedures, please contact the Distance Learning Office at ext. 1098.
Total Withdraw from College: Students who find it necessary to withdraw from all college courses before the end of the regular term should confer immediately with their advisor and then take an 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 who borrowed Federal Direct Loans will be directed to complete online exit counseling at the time of withdrawal.

Total Withdraw from College - All Online Courses: Students who are enrolled in all Online courses should log in to WebAdvisor, click the “Drop/Withdraw from Class” link, and complete the online withdrawal procedure. Students who borrowed Federal Direct Loans will be directed to complete online exit counseling at the time of withdrawal.

Special Circumstance Withdrawal Policy: After the last date to withdraw during a semester, a student may withdraw only for a major mental or physical illness, significant incapacity, or another life-changing event. Whether a student’s situation constitutes a withdrawal will be the decision of the Special Circumstance Committee: President, Vice President of Instruction, Vice President of Enrollment Services and Student Development, and any other situation-specific employees. A “Special Circumstance Course Withdrawal” or “Special Circumstance Total Withdrawal” is a withdrawal from the college after the published last day to drop or withdraw from a class or classes.

Students may apply for a (select one): 1) Special Circumstance Total Withdrawal - Withdrawing from all classes in a given semester or 2) Special Circumstance Course Withdrawal - Withdrawing from some classes, but finishing other classes in a given semester. The student should provide the following documentation:

1. Personal statement written by the student that outlines the life-changing event and how it has impacted their success.
2. A copy of the communication that has occurred between the student and the appropriate staff/faculty (such as instructor, financial aid, athletic compliance coordinator, international advisor, etc.).
3. A formal document of support (on letterhead) from a healthcare provider, counselor, lawyer, or another credentialed professional who is knowledgeable of the student’s situation. This formal document must include dates of service, what services were provided, and why they were provided to the student.

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.
### CALENDAR YEARS

#### 2020

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**JUNE 2021**

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ornate adj. – elaborately decorated. I had never seen such an ornate chandelier.

10 MONDAY

11 TUESDAY

12 WEDNESDAY

13 THURSDAY
"There are no secrets to success. It is the result of preparation, hard work, and learning from failure." – Colin Powell

- *man* (hand) – manual, manage, manicure, manifest, maneuver, manufacture, manuscript, emancipate
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**gaudy adj.** — flashy; garish. His tuxedo was unbelievably gaudy.

Muharram begins at sundown
“It is difficult to say what is impossible, for the dream of yesterday is the hope of today and the reality of tomorrow.” – Robert H. Goddard

**NOTES**
**disseminate v.** – spread. Television helps disseminate information through news programs.

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<td></td>
<td>First Day of Fall Semester</td>
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www.iowacentral.thezonelive.com
**QUOTE OF THE WEEK**

“Don’t wait for extraordinary opportunities. Seize common occasions and make them great.” – Orison Swett Marden

**NOTES**
**indefatigable adj.** – tireless. She was indefatigable on the basketball court.

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<th>1 MONDAY</th>
<th>Last Day to Add/Drop Face-to-Face/ Virtual Classes</th>
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<td>3 THURSDAY</td>
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“The more I traveled, the more I realized that fear makes strangers of people who should be friends.” – Shirley MacLaine
**precedence n.** – priority. The critical patient took precedence over others with minor injuries.

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<th>Monday</th>
<th>Labor Day</th>
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<td>Be sure to follow us on Facebook, Instagram, and Twitter @ IowaCentral!</td>
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“The mind is not a vessel to be filled but a fire to be kindled.” – Plutarch

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<th>Date</th>
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<td>14</td>
<td>MONDAY</td>
<td>She knew the Declaration of Independence</td>
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<td>verbatim. – word for word.</td>
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"Go confidently in the direction of your dreams. Live the life you have imagined." – Henry David Thoreau
**exasperate** v. – irritate. Lucy exasperates her teacher with her pranks.

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<th>THURSDAY</th>
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<td><strong>First Day of Autumn</strong></td>
<td>Check TritonPass for important dates, student activities, and announcements!</td>
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“Nothing in life is to be feared. It is only to be understood.” – Marie Curie
**lucrative adj.** – profitable. Starting your own business can be very lucrative.

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<th>First Day to File the 2021-2022 FAFSA</th>
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“Small opportunities are often the beginning of great enterprises.” – Demosthenes
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<th>Day</th>
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<td>MONDAY</td>
<td>generic adj. – without a trademark. The generic macaroni costs less than the name brand.</td>
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<td>WEDNESDAY</td>
<td>Be sure to follow us on Facebook, Instagram, and Twitter @ IowaCentral!</td>
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<td>THURSDAY</td>
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omni- (all, every) – omniscient, omnipotent, omnivorous, omnipresent, omnificent

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<td>SUNDAY</td>
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**QUOTE OF THE WEEK**

“Luck is what happens when preparation meets opportunity.” – Elmer Letterman

**NOTES**
**intrinsic adj.** – belonging naturally; inherent. The intrinsic value of the trophy is small, but the award will always be cherished.

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<th>Columbus Day (Observed) Enrollment Opens for Spring 2021 Enrollment Opens for Summer 2021</th>
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“Your future depends on many things, but mostly on you.” – Frank Tyger
**Prototype n.** — a preliminary model. The company sent a prototype of its product for us to study.

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<td>3rd Installment Payment Plan Due</td>
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“I am the master of my fate; I am the captain of my soul.” – William Ernest Henley
vertigo n. – dizziness. The pilot was experiencing vertigo, so she took a leave of absence.

Mawlid al-Nabi begins at sundown
Check TritonPass for important dates, student activities, and announcements!
-pac- (peace) – pacify, pacific, pacifist, pacifier, appease, peace

30 FRIDAY

31 SATURDAY
Halloween

1 SUNDAY
Standard Time returns

QUOTE OF THE WEEK
“Life isn’t a matter of milestones but of moments.” – Rose Kennedy

NOTES
ludicrous adj. – laughable; foolish. Many thought the Wright brothers’ attempts to build a flying machine were ludicrous.

2 MONDAY

3 TUESDAY

Election Day

4 WEDNESDAY

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5 THURSDAY
### QUOTE OF THE WEEK

“I can accept failure. Everyone fails at something. But I can’t accept not trying.” – Michael Jordan

### NOTES

6 **FRIDAY**

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7 **SATURDAY**

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8 **SUNDAY**

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- **cap-**, **clip-**, **cep-** (to take) – capture, captive, capacious, capable, participate, incipient, precept, intercept
malcontent n. – dissatisfied person. His grouchy behavior gave him the reputation of being a malcontent.

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<td>WEDNESDAY</td>
<td>Veterans Day (Observed)</td>
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"From what we get, we can make a living; what we give, however, makes a life." – Arthur Ashe
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<td>Check TritonPass for important dates, student activities, and announcements!</td>
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<td>19</td>
<td>THURSDAY</td>
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impecunious adj. – having no money. The impecunious charity’s dedicated volunteers continued to feed the hungry.
QUOTE OF
THE WEEK
“A bird does not sing because it has an answer; it sings because it has a song.” – Maya Angelou

NOTES
obiterate v. – destroy. The earthquake obliterated several communities.

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<td><strong>Thanksgiving</strong></td>
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23

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26

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**QUOTE OF THE WEEK**

“Nurture your mind with great thoughts, for you will never go any higher than you think.” – Benjamin Disraeli

---

**NOTES**
tenacious adj. – holding fast, persistent. I struggled to break his tenacious grip.
**QUOTE OF THE WEEK**

“In the confrontation between the stream and the rock, the stream always wins — not through strength but by perseverance.” – H. Jackson Brown

**NOTES**
erode v. – wear away. The dripping water eroded the limestone.

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Hanukkah begins at sundown
**QUOTE OF THE WEEK**

“There is no witness so terrible, no accuser so powerful as conscience which dwells within us.” – Sophocles
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<tbody>
<tr>
<td>14</td>
<td>Monday</td>
<td>Final Exams</td>
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<tr>
<td>15</td>
<td>Tuesday</td>
<td>Final Exams</td>
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<td>16</td>
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<tr>
<td>17</td>
<td>Thursday</td>
<td>Final Exams</td>
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<td>Last Day of Fall Semester</td>
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**retentive adj.** – having the ability to remember facts easily. He did not have to study much as he had a retentive mind.
QUOTE OF THE WEEK

“Without discipline, there is no life at all.” – Katherine Hepburn
**quandary** n. — difficult situation. The decision to complete the course or quit put me in a quandary.
"Truth is generally the best vindication against slander." – Abraham Lincoln

- *altus* (high) – altitude, altimeter, exaltation, alto, altocumulus, altostratus

25 FRIDAY

Christmas

26 SATURDAY

Kwanzaa begins

27 SUNDAY

NOTES

“Truth is generally the best vindication against slander.” – Abraham Lincoln

NOTES
**gratuity n.** - monetary tip. Many waitresses rely more on gratuities than salary for their livelihood.

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</table>
“Character – the willingness to accept responsibility for one’s own life – is the source from which self-respect springs.” – Joan Didion
**broach** v. – bring up. He did not want to broach the subject with her because he knew she would object.

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**QUOTE OF THE WEEK**

“The only limit to our realization of tomorrow will be our doubts of today.” – Franklin D. Roosevelt
gauche adj. – crude; unsophisticated. His talking while he chews his food is quite gauche.

11 MONDAY

12 TUESDAY

13 WEDNESDAY

14 THURSDAY

Last Day to Add/Drop Face-to-Face/ Virtual Classes
“Don’t be afraid to give up the good to go for the great.” – John D. Rockefeller
morose adj. – ill-humored; sullen. Hamlet is one of Shakespeare’s more morose and depressed characters.
eu- (good, well, beautiful) – eulogize, euphemism, euthanize, euphoric, eucalyptus, euseptic, eudemon

22 FRIDAY

23 SATURDAY

24 SUNDAY

QUOTE OF THE WEEK

“The poor man is not he who is without a cent, but he who is without a dream.” – Harry Kemp

NOTES
**surly adj.** – rude; cross. Because of his surly attitude, many people avoided him.

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Check TritonPass for important dates, student activities, and announcements!
“Optimism is essential to achievement, and it is also the foundation of courage and of true progress.” – Nicholas Murray Butler
wily adj. – cunning; artful. He is as wily as a fox in avoiding work.

1 MONDAY

2 TUESDAY

Groundhog Day

3 WEDNESDAY

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4 THURSDAY

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“Above all, challenge yourself. You may well surprise yourself at what strengths you have, what you can accomplish.” – Cecile M. Springer
utopia n. – ideally perfect place. Shangri-La was the name of the author’s utopia.

2nd Installment Payment Plan Due
“If there is to be any peace, it will come through being, not having.” – Henry Miller
flaccid adj. – flabby. His lack of exercise left him with flaccid muscles.

**MONDAY**

Presidents’ Day
Enrollment Opens for Fall 2021

**TUESDAY**

**WEDNESDAY**

Ash Wednesday

**THURSDAY**
“Ability is what you are capable of doing. Motivation determines what you do. Attitude determines how well you do it.” – Lou Holtz
**22** MONDAY

|mandate n. – command. The people issued a mandate for health care reform.**

| **23** TUESDAY

| **24** WEDNESDAY

| Check TritonPass for important dates, student activities, and announcements!**

| **25** THURSDAY
“Success isn’t about how much money you make. It’s about the difference you make in people’s lives.” – Michelle Obama
resilient adj. – able to recover from shock or change. Steel is resilient and therefore is used in the making of springs.

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**QUOTE OF THE WEEK**

“No one can make you feel inferior without your consent.” – Eleanor Roosevelt

**NOTES**
**curmudgeon n.** – ill-tempered individual. Scrooge changed from a curmudgeon to a generous person.

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### QUOTE OF THE WEEK

“I have found that if you love life, life will love you back.” – Arthur Rubenstein

| Datebookstore.com | 131 |

- **MARCH**
  - **12 FRIDAY**
    -
  - **13 SATURDAY**
    -
  - **14 SUNDAY**
    - Daylight saving time begins

- **fall-,falls-** (to deceive) – fallacy, fallacious, infallible, falsify
**cortege** *n.* – procession. The cortege followed the hearse slowly down the road.

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“Failure is only a temporary change in direction to set you straight for your next success.” – Denis Waitley

NOTES
hapless adj. – unfortunate. This hapless creature had never known any pleasure.

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Check TritonPass for important dates, student activities, and announcements!
“The pessimist sees difficulty in every opportunity. The optimist sees opportunity in every difficulty.” – Winston Churchill

-geo- (earth) – geography, geothermal, geology, geophysics, geometry, geosynchronous
olfactory adj. – concerning the sense of smell. The nose is the olfactory organ.

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www.iowacentral.thezonelive.com
**QUOTE OF THE WEEK**

“The difficulties and struggles of today are the price we must pay for the accomplishments and victories of tomorrow.” – William J.H. Boetcker

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**NOTES**
**trajectory n.** – path taken by a projectile. The trajectory of her three-point shot was right on target.

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<td>Be sure to follow us on Facebook, Instagram, and Twitter @ IowaCentral!</td>
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“The only way to discover the limits of the possible is to go beyond them into the impossible.” – Arthur C. Clarke
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<td>Ramadan begins at sundown 4th Installment Payment Plan Due</td>
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**satiate v.** – satisfy fully. It’s hard for him to satiate his appetite.
“The ladder of success is best climbed by stepping on the rungs of opportunity.” – Ayn Rand
**blatant adj.** — noisily offensive. His emotional remarks to his co-workers created a scene in the lobby.

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“Things turn out the best for the people who make the best of the way things turn out.” – John Wooden
**gamut n.** – entire range. Her emotions, after watching the movie, covered the gamut.

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“Failures are divided into two classes — those who thought and never did, and those who did and never thought.” – John Charles Salak
**subservient adj.** — serve in an inferior position. He was too proud to be subservient to anyone.

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**Quote of the Week**

“If you think you can, you can. And if you think you can’t, you’re right.” – Mary Kay Ash

**Hyper-** (over) – hyperactive, hypercritical, hyperventilate, hyperbole, hyperacidity, hypertension

**Datebookstore.com**
infer v. – deduce; conclude. We must be careful not to infer that a person is guilty unless we know all the facts.

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-cit-, -citat- (to call out, to rouse) – incite, excite, cite, recitation

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**QUOTE OF THE WEEK**

“There is no way to peace; peace is the way.” – A.J. Muste

**NOTES**
fallible adj. – capable of making mistakes. She knows she is fallible, but she thinks this time she is right.
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**QUOTE OF THE WEEK**

“Only those who dare to fail greatly can ever achieve greatly.” – Robert F. Kennedy

**NOTES**
**24 MONDAY**

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<td><em>pessimism</em> n. – gloominess. There is no reason for her pessimism; her life is good._</td>
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**25 TUESDAY**

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**QUOTE OF THE WEEK**

“One of the secrets to life is to make steppingstones out of stumbling blocks.” – Jack Penn

---

**NOTES**
**iota n.** – very small quantity. He didn’t have an iota of common sense.
-cred- (to believe) – creed, credo, credence, credulity, credentials, incredible, incredulous

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**QUOTE OF THE WEEK**

“It’s easy to make a buck. It’s a lot tougher to make a difference.” – Tom Brokaw

**NOTES**

Datebookstore.com
**acclimate v.** – to become accustomed to one’s environment. It took time to acclimate to her new home.

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"Great spirits have often encountered violent opposition from mediocre minds." – Albert Einstein

NOTES
fau*x pas n. – social blunder. His tactless remark during the meeting was a faux pas.

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**QUOTE OF THE WEEK**

“You may have to fight a battle more than once to win it.” – Margaret Thatcher
feign v. – pretend. She feigned illness in order to get out of her history test.
“Your success and happiness lie in you.” – Helen Keller
**lissome adj.** — agile; lithe. She was as lissome and graceful as a ballerina.

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*www.iowacentral.thezonelive.com*
**QUOTE OF THE WEEK**

“If you look at what you have in life, you’ll always have more. If you look at what you don’t have in life, you’ll never have enough.” – Oprah Winfrey

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**NOTES**
**medley** n. – mixture. The band played a medley of Gershwin tunes.
### Quote of the Week

“In three words, I can sum up everything I’ve learned about life: It goes on.” – Robert Frost

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**destitute adj.** – extremely poor. The Great Depression left many families destitute.
**QUOTE OF THE WEEK**

“Kind words can be short and easy to speak, but their echoes are truly endless.” – Mother Teresa

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**NOTES**
compunction n. – guilt. The vandals had no compunction for their crimes.

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**QUOTE OF THE WEEK**

“Happiness is a direction, not a place.” – Sydney J. Harris

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- *sume*, *sump* (take, use, waste) – consume, assume, presume, sump pump
pervade v. – spread throughout. The excitement of the upcoming election pervaded the entire community.

26 MONDAY

27 TUESDAY

28 WEDNESDAY

29 THURSDAY
"No great thing is created suddenly." – Epictetus

- luna- (moon) – lunar, lunatic, lunette, sublunary, lunular
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*undulate v.* – move in a wave-like manner. The pond water undulated in the breeze.
### AUGUST

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**QUOTE OF THE WEEK**

“The only way to enjoy anything in this life is to earn it first.” – Ginger Rogers

- *viv-* (life; to live) – vivid, vivisection, vivacious, convivial, viva, revive, survive
SUCCESS SKILLS  plan for success

1. Organization – Getting organized is the first step to success.
   - Remember that you are responsible for knowing about and completing your assignments and special projects.
   - Make sure you have a datebook to write down your homework, extracurricular activities, community activities, and other responsibilities.
   - Make sure you have all the materials you need when you go to class and when you do your homework.

2. Time Management – Managing time wisely will help ensure that you have the opportunity to do both the things you need to do and the things you want to do.
   - Plan a definite time to do your homework.
   - Plan time for extracurricular and social activities, as well as home responsibilities.
   - Commit yourself to your time plan, but be flexible. For example, if something happens that makes it impossible for you to do homework during the regularly scheduled time, plan an alternate time to do the homework.

3. Set Priorities – If you have lots to do, it is important to set priorities.
   - Rank each task in 1, 2, 3 order. Start with #1 – the most important task – and continue on down the list.
   - When doing homework, start with the subject in which you need the most improvement.
   - Check off finished tasks.
   - If you frequently find that you cannot finish all the tasks on your list, you may need to prioritize your optional activities and eliminate some that are low on your priority list.

4. Set Goals – Just wishing to get better grades or to excel in a sport accomplishes nothing. You need a plan of action to achieve your goals. Setting goals will result in better grades and higher self-esteem. Best of all, setting goals will make you feel in control of your life. Some hints for setting goals:
   - Be specific. List specific goals for each academic subject. Also list goals for other school and home activities.
   - Set time limits. Your goals can be both short-term (within a month or on the next quiz or test) and long-term (within the semester or within the school year).
   - Set realistic goals. For example, if math has always been difficult for you, don’t aim for an “A” in Algebra at the beginning of the year. If you usually get a “C-” in math, you may want to begin by setting a short-term goal of “C+” or “B-”. Reaching that first short-term goal will give you the confidence to raise your goal for the next test or the next grading period.
   - Draw up a step-by-step plan of action for reaching each goal; then go for it!
   - Write your goals down, and put them in several places (your bedroom door, your datebook, your bulletin board) so you will see them several times a day.
   - Share your goals with others – your parents, roommates, instructors, classmates, etc. They can give you encouragement.
   - Keep at it! Be determined, and keep a positive attitude. Visualize yourself achieving your goals.
   - Reward yourself when you reach a goal.
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<td>December</td>
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<td>Holiday</td>
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<td>2021</td>
<td>2022</td>
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<tr>
<td>New Year's Day*</td>
<td>Wed., Jan. 1</td>
<td>Fri., Jan. 1</td>
<td>Sat., Jan. 1</td>
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<tr>
<td>Groundhog Day</td>
<td>Sun., Feb. 2</td>
<td>Tues., Feb. 2</td>
<td>Wed., Feb. 2</td>
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<tr>
<td>Valentine's Day</td>
<td>Fri., Feb. 14</td>
<td>Mon., Feb. 15</td>
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<tr>
<td>Presidents' Day*</td>
<td>Mon., Feb. 17</td>
<td>Mon., Feb. 22</td>
<td>Tues., Feb. 21</td>
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<tr>
<td>First day of spring</td>
<td>Thurs., Mar. 19</td>
<td>Thurs., Apr. 1</td>
<td>Fri., Apr. 1</td>
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<tr>
<td>April Fool's Day</td>
<td>Wed., Apr. 1</td>
<td>Sun., Mar. 28</td>
<td>Sun., Apr. 10</td>
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<tr>
<td>Palm Sunday</td>
<td>Sun., Apr. 5</td>
<td>Sat., Mar. 27</td>
<td>Fri., Apr. 15</td>
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<tr>
<td>Passover begins at sundown</td>
<td>Wed., Apr. 8</td>
<td>Fri., Apr. 2</td>
<td>Fri., Apr. 15</td>
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<tr>
<td>Good Friday</td>
<td>Fri., Apr. 10</td>
<td>Sun., Apr. 4</td>
<td>Fri., Apr. 15</td>
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<td>Easter</td>
<td>Sun., Apr. 12</td>
<td>Thurs., Apr. 22</td>
<td>Sun., Apr. 17</td>
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<tr>
<td>Cinco de Mayo</td>
<td>Tues., May 5</td>
<td>Sun., May 5</td>
<td>Thurs., May 5</td>
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<tr>
<td>Mother's Day</td>
<td>Sun., May 10</td>
<td>Mon., May 31</td>
<td>Mon., May 30</td>
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<tr>
<td>Memorial Day*</td>
<td>Mon., May 25</td>
<td>Mon., June 14</td>
<td>Tues., June 14</td>
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<tr>
<td>Flag Day</td>
<td>Sun., June 14</td>
<td>Sun., June 20</td>
<td>Sun., June 19</td>
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<td>Father's Day</td>
<td>Sun., June 21</td>
<td>Sun., June 20</td>
<td>Tues., June 21</td>
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<tr>
<td>First day of summer</td>
<td>Sat., June 20</td>
<td>Sun., July 4</td>
<td>Mon., July 4</td>
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<td>Independence Day*</td>
<td>Sat., July 4</td>
<td>Mon., Sept. 6</td>
<td>Mon., Sept. 5</td>
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<td>Labor Day*</td>
<td>Fri., Sept. 7</td>
<td>Sat., Sept. 11</td>
<td>Sun., Sept. 11</td>
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<td>Patriot Day</td>
<td>Fri., Sept. 18</td>
<td>Mon., Sept. 6</td>
<td>Sun., Sept. 25</td>
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<tr>
<td>Rosh Hashanah begins at sundown</td>
<td>Tues., Sept. 22</td>
<td>Wed., Sept. 22</td>
<td>Thurs., Sept. 22</td>
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<tr>
<td>First day of autumn</td>
<td>Sun., Sept. 27</td>
<td>Wed., Sept. 15</td>
<td>Tues., Oct. 4</td>
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<tr>
<td>Yom Kippur begins at sundown</td>
<td>Mon., Oct. 12</td>
<td>Mon., Oct. 11</td>
<td>Mon., Oct. 10</td>
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<td>Columbus Day*</td>
<td>Sat., Oct. 31</td>
<td>Sun., Oct. 31</td>
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<tr>
<td>Halloween</td>
<td>Sun., Nov. 1</td>
<td>Sun., Nov. 7</td>
<td>Sun., Nov. 6</td>
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<td>Standard time begins</td>
<td>Tues., Nov. 3</td>
<td>Tues., Nov. 2</td>
<td>Tues., Nov. 8</td>
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<tr>
<td>Election Day</td>
<td>Wed., Nov. 11</td>
<td>Thurs., Nov. 11</td>
<td>Fri., Nov. 11</td>
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<tr>
<td>Veterans Day*</td>
<td>Thurs., Nov. 26</td>
<td>Thurs., Nov. 25</td>
<td>Thurs., Nov. 24</td>
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<tr>
<td>Thanksgiving*</td>
<td>Thurs., Dec. 10</td>
<td>Sun., Nov. 28</td>
<td>Sun., Dec. 18</td>
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<tr>
<td>Hanukkah begins at sundown</td>
<td>Mon., Dec. 21</td>
<td>Tues., Dec. 21</td>
<td>Wed., Dec. 21</td>
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<tr>
<td>First day of winter</td>
<td>Fri., Dec. 25</td>
<td>Sat., Dec. 25</td>
<td>Sun., Dec. 25</td>
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<tr>
<td>Christmas*</td>
<td>Sat., Dec. 26</td>
<td>Sun., Dec. 26</td>
<td>Mon., Dec. 26</td>
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* Federal Holiday in the United States