2026-2027

STUDENT HANDBOOK

IOWA CENTRAL

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!

We hope this handbook helps you navigate your way and encourages you to get involved in the many exciting opportunities offered here!

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 improving 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!

Dr. Samantha Reeves Grady
Vice President
of Student Services

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. We hope you find this resource to be helpful. If you are unable to find the information you need, remember that Iowa Central faculty and staff are another valuable resource ready to help—ask someone! If we don't know the answer, we'll help you find it.

Board Of Directors

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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.

Nondiscrimination Statement

It is the policy of Iowa Central Community College not to discriminate in its programs, activities, or employment on the bases of race, color, national origin, sex, disability, age, sexual orientation, creed, religion, and actual or potential family, parental or marital status.

If you have questions or complaints related to compliance with this policy, please contact the Vice President of Human Resources, Stacy Ihrig, Iowa Central Community College, One Triton Circle, Fort Dodge, Iowa 50501; Telephone: 515-574-1138, Email: concern@iowacentral.edu or the Director of the Office for Civil Rights U.S. Department of Education, Cesar E. Chavez Memorial Building, 1244 Speer Boulevard, Suite 310, Denver, CO 80204-35821, Telephone: (303) 844-5695: Fax (303) 844-4303, TDD 800-877-8339 Email: OCR.Denver@ed.gov.

Important Contact Numbers

All extensions may be reached by calling 515-576-7201 and entering the four-digit extension (Fort Dodge) or 1-800-362-2793.

Academic Assistance/Academic Resource Center ..... Ext. 1156

Academic Resource Center ..... Ext. 1155

Accommodations/Academic Resource Center ..... Ext. 1045

Admissions ..... Ext. 5030

Advising ..... Ext. 1195

Bookstore ..... Ext. 1081

Bookstore (Online) ..... Ext. 1082

Business Office ..... Ext. 1060

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/HiSet ..... Ext. 1040

Help Desk - Technology ..... Ext. 1111

Library/Academic Resource Center ..... Ext. 1155

Mental Health Services ..... Ext. 1051

Non-Credit Course Information ..... Ext. 1292

North Central Career Academy 515-574-1974

Residence Life (Housing) ..... Ext. 1086

School Nurse/Mental Health Services ..... Ext. 1047

Student Accounts/Billing ..... Ext. 1060

Student Records ..... Ext. 1025

Student Support Services (TRIO) ..... Ext. 1164

Testing/Academic Resource Center ..... Ext. 1044

Title IX Coordinator ..... Ext. 1058

Veteran Services ..... 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.
6. Beware of perfection.
7. Build on successes. Profit from failures.

Keep in mind...

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

Time Management & Study Techniques for Students

1. Identify your goals, strengths, and weaknesses.
2. Identify your campus "help" and resources to build on your strengths and work to overcome your weaknesses.
3. Arrange for texts and required materials before classes meet.
4. Build a study plan, including when and how much you will need to study to meet your goals.
5. Go to EVERY class. Be there early!
6. Sit in the front 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.

A comprehensive list of success tips can be found at www.iowacentral.edu/success

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. 1156

Academic Assistants help students study class materials, proofread papers, research topics, and complete assignments. Drop-in academic assistance is a free service available to all Iowa Central Community College students. Academic Assistants are located in a designated area in the Academic Resource Center and are available for a variety of subjects. Academics Assistants' schedules can be located in the Academic Resource Center or at www.iowacentral.edu/academicassistance.

Online tutorial help is provided through Upswing. Students can access help with writing, math, science, business, and many other fields of study through this free online service. Upswing is available 24 hours/day, 7 days/week and is accessed through TritonPass or going to www.iowacentral.edu/upswing.

Accommodation Services - Ext. 1045
A student with a qualified disability who wants Iowa Central Community College to provide academic adjustments, services, and/or accessible housing must identify themselves as having a qualified disability. To make a request, a student can complete a request form at www.iowacentral.edu/accommodations. Requests can be made at any time; however, the College encourages students to make their requests as early as possible to ensure that enough time is available to review the request and provide the appropriate academic adjustment and/or service. The office for accommodations is located in the Academic Resource Center.

Information Media/Online Library - Ext. 1155
A wide variety of media including books, DVDs, and periodicals is located in the Academic Resource Center on the Fort Dodge campus. Computers and printers are provided for student use. Students will be charged a replacement/processing fee for items not returned by the end of the current semester. Color printing is available for a nominal fee.

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

A full list of online resources can be found at www.iowacentral.edu/library.

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

Testing - Ext. 1044
The Academic Resource Center staff administer make-up/accommodated tests for Iowa Central Community College 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 must be emptied before entering the testing room.
- 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 devices are allowed in the testng room (phones, earbuds/headphones, AI glasses, laptops/tables, or watches).
- 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.
- Testing must be completed in one sitting and turned in before closing time.
- Leaving the testing station/room after the exam has been distributed/started is not permitted unless prior approval has been granted.
- Exam accommodations can be arranged by following the College's process by visiting the Accommodations website.
- Students should take their accommodated test(s) in the Testing Center (should 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.
- Students with accommodations for a reader and/or private testing room must schedule an appointment at least two (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. See Student Discipline Policy in your Student Handbook.
- Testing areas are monitored by 24-hour surveillance
- Iowa Central Community College 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 60604-1411, 1-800-621-7440, www.hlcommission.org.

Add/Drop Procedure

Adding a class can be done within the first five (session days) of the term. Dropping a class without a "W" on transcript can be done within the first five (session days) of the term. For definition of session, see section titled Session Days. Dates vary for classes that are less than one full semester. For classes less than fifteen (15) weeks, go to Self-Service in Triton Pass and click on Resources and then Tuition Refund Dates/Last Day to Request to Withdraw or contact Student Records for more information.

Advising Center

Student Services Assistant Director - Ext. 1195

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

Student Services Assistant Director - Ext. 1195

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/Mental Health Services - Ext. 1047, 1077, 1094

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 resources that are available on a confidential basis to help students with substance abuse treatment information and referrals.

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, see page 39 or visit iowacentral.edu/consumer_info.

Alumni

Executive Director of Development and Alumni Relations - 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 Self-Service.

Automatic Grade Book Alerts: Faculty can set thresholds for automatic attendance and grade alerts in the Self Service 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.

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 Self-Service. 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.

Audit Policy

Students may be allowed to audit certain courses. Students who audit will not be held responsible for lesson assignments or tests and will not receive credit for the course. The audit fee is the regular course tuition and fees. A course may be audited before or after it is taken for credit. The decision to audit must precede registration. The audit grade is "N."

Bookstore

Manager - Ext. 1080

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

Hours

Monday-Friday .....7:30 AM-4:00 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 33.

Building Codes/Room Numbers

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

Building Codes

ATB	Art & Technology Building*
AST	Applied Science & Technology Building
AUD	Decker Auditorium
BHS	Bioscience & Health Sciences Building
CEB	Career Education Building
CPA	Center for Performing Arts
CRM	Crimmins Building
EA	East Campus Administration
GSSC	Greehey Family Student Success Center
HC	Hanson Center
SC	Science Building
SLLC	Storm Lake Learning Center
SLTC	Storm Lake Training Center
SRC	Student Resource Center
TC	Triton Café
TCC	Tom Chelesvig Center (Webster City)
WCSC	Science Building (Webster City)
WCSS	Student Support Services (Webster City)

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

*Classrooms on the main floor far hallway of ATB are listed in the 200s

Bulletin Boards

Director of Marketing & Communications - Ext. 1055

Anyone wanting to post materials on the Iowa Central campus (or at each Center) must approve the item with the Marketing & Communications 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 Office/Student Accounts

Business Office - Ext. 1060, Ext. 1067

The College's Business Office is located in the Greehey Family Student Success Center. This is the office responsible for maintaining the financial records for all students. Students who enroll in credit courses will have their tuition and fees charges appear on their student account. Students can view their student account activity using Self-Service. The Business Office sends out periodic billing postcards, answers question regarding charges, and receives payments on accounts.

Once you have registered for a class, it is your responsibility to pay the tuition and fees unless you officially request to be removed from classes. Tuition and applicable fee adjustments are made for withdrawals based on the Refund Policy for official withdraws.

Non-Resident students can receive a reduced rate in tuition with a high school GPA of 3.0 or higher. Iowa Central must receive a final high school transcript with a recorded high school graduation date before the last day of the semester to receive the reduced rate. Previously completed semesters will not be adjusted. International Students are not eligible for this tuition rate.

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.

Iowa Central reserves the right to withdraw students with outstanding balances on their account. Students who still have outstanding balances on their accounts for the fall and spring semesters will receive written notification that they will be withdrawn from classes if payment is not made by indicated date. This means that the student's name is not on the class roster and will not be allowed to take final exams unless payment or payment arrangements are made prior to finals starting.

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

Campus Crime

Director, Housing & Security - Ext. 1186

Associate Vice President of Student Services - Ext. 1058

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 October 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 Greehey Family Student Success Center 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.

No Liability for Personal Property of College Premises

Iowa Central Community College shall not be liable for theft, loss of, or damage to personal property brought onto College premises. Should an individual choose to bring personal belongings to school, they, not the College, are responsible for ensuring that their belongings are secured.

The College takes reasonable precautions to ensure the general security of College property. However, individuals are discouraged from bringing valuable belongings to school. Valuable belongings include cash, expensive electronic or digital equipment, expensive clothing attire, jewelry etc. Should individuals choose to bring such items onto College property, they do so at their own risk.

Individuals should take steps to ensure that any valuable items are appropriately covered under their homeowner's insurance or renters insurance

Where appropriate, the College will report to authorities and prosecute all thefts or vandalism to property, and/or take disciplinary action against any student or employee who has engaged in theft or vandalism.

Canvas

Canvas is the College's Learning Management System which allows faculty to create an online learning environment where class materials, documents, links, quizzes, assignments, etc., can be placed. The ordinary classroom becomes more enhanced with Canvas. The Online environment will utilize Canvas along with many of the on campus faculty.

Career Services

Coordinator, Career Services - Ext. 1075

Career Services has valuable resources that can help you recognize your interests, skills, and values and explore career options. We can help you identify and navigate all the steps you need to take to feel confident in your career direction. Choosing the right college program, individual career counseling, resume and cover letter writing assistance, mock interviews, job search resources, labor market information, career fairs, and more.

Iowa Central's career engagement platform, Handshake, connects students and alumni to employers who are interested in hiring Iowa Central graduates..

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. 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.

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 - 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.

Collegian (College newspaper)

Michelle Tjaden - 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 - Ext. 1182; Jennifer Dutcher - Ext. 1178

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
Sone Chounthirath - Ext. 1913
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
Brandon Bush - Ext. 1039
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.

IC Pride
Callie Christiansen - Ext. 1180
I.C. Pride is Iowa Central's LGBTQIA+ club (Lesbian, Gay, Bisexual, Trans, Queer/Questioning, Intersex, Asexual/Ally, and more!). The goals of our club are to provide a place for LGBTQIA+ individuals to gather for weekly meetings and be engaged in the LGBTQIA+ community. We strive to provide a presence on campus to increase diversity and inclusion. Events and opportunities for the club will be provided throughout the semester. Our club is welcoming to all LGBTQIA+ members, Allies, and anyone interested in learning more about the community!

Intramurals
Gabby Marker - Ext. 1039
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. 1039.

Phi Theta Kappa
Samantha McClain - 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
Terry Coleman - 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".

Programming and Activities Club - PAC
Brandon Bush - Ext. 1039
It will be the purpose and goal of the Programming & Activities Club (PAC) to be a support for Student Life Team at Iowa Central for programing ideas and assistance. This group will support the mission statement of Iowa Central by providing quality educational opportunities inside and outside of the classroom. This group will help student life team set up events, give feedback, come up with new ideas, and help create a positive student life experience on campus.

Skills USA
SkillsUSA is the only national organization designed exclusively for students preparing for technical, skilled and service careers, including health careers. Skills USA 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
Admissions - Ext. 1007
The Admissions Office is continuously accepting applications for the Iowa Central Student Ambassador Program. Student Ambassadors play a vital role in representing Iowa Central by giving campus tours to prospective students and families, serving as hosts/hostesses for events sponsored by the Admissions Office and Student Services, and creating weekly student-centered content for Admissions social media. Ambassadors are expected to commit approximately 15 hours in the office per semester to these responsibilities. Interested students can apply online at: https://www.iowacentral.edu/admissions/student_ambassador.asp

Student American Dental Hygiene Association – SADHA
Renee Piper - Ext. 1326
SADHA's mission is to advance the art and science of dental hygiene, and to promote the highest standards

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

Student Senate
See Advisor to be enrolled in class
Students participating in Iowa Central's Student Senate can 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 carnivals for elementary school children, toy and food drives to benefit impoverished and needy families, as well as other community service events.

Tabletop Gaming
Michael Baird - Ext. 1236
A club for anyone who enjoys pen-and-paper RPGs, board games, trading card games, or any other game that can be played on a tabletop. We are a group of enthusiastic and welcoming individuals who gather on a weekly basis to enjoy the company of other gamers and to try our hands at various games as we grow our community on campus and beyond. All are welcome in our casual gatherings. Bring your own game/s or join one of ours.

College Business Hours
College offices are open Monday-Friday, 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. More information about the official College branding can be found at www.iowacentral.edu/styleguide.

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
The following section is from Iowa Central Community College Board Policy #413

Children In The Classroom: Students are not allowed to bring children into the classrooms, labs, clinical sites, shops, or hallways during class times.

Electronic Devices: Electronic devices such as cell phones and similar electronic devices are not to be operated during classroom, lab, clinical, or internship times unless approved through the instructor.

Collegiate Athletic Programs
Athletic Director - Ext. 1349
Iowa Central's Men have the opportunity to participate in baseball, basketball, bowling, cheer, cross country, dance, E-sports, football, golf, marching band, pep band, rodeo, rugby, soccer, sport shooting, swimming, track & field, and wrestling. Women have the opportunity to participate in basketball, bowling, cheer, cross country, dance, E-sports, golf, marching band, pep band, rodeo, rugby, soccer, softball, sport shooting, swimming, track & field, volleyball, and wrestling.

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 - https://studentaid.gov
- Graduation Rates - http://nces.ed.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 Spetember 17th.

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 Rental 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.

General Information
Students must return the original charger with your device. If you do not, your student account will be charged $40.

If your device is not reset upon return, your student account will be charged $35 in order for us to reset it for you. Please go to https://secure.iowacentral.edu/bookstore/DeviceReset.pdf for instructions on how to reset your device prior to returning it to the bookstore. This will clear any personal information you have on your device.

All students not enrolled will need to return your device to the bookstore within one week of ending enrollment. If you do not return your device to the bookstore, you will be charged the replacement value of the device.

How can I return my device?
You can return your device in person to the bookstore during normal business hours. You may also return your device by shipping it to the bookstore. You can ship your device via United States Postal Service, FedEx, or UPS. You will be responsible for properly packaging the device (adding bubble wrap to ensure it isn't damaged), and obtaining a tracking number and insurance for the package so that if it is lost or damaged, you can be reimbursed. Make sure you include your name and student ID number inside the package so we know who the device belongs to. If you would like confirmation that your device was received, include an email address inside the package so we can email you delivery confirmation.

Distance Learning

Dean, Distance Learning - Ext. 1097
Online classes are structured in an asynchronous 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 online classes and programs 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 disbursing funds.

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

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/SatAcademicStandards2022.pdf.

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

Secondary Partnerships - Ext. 1098
College classes are offered to local school districts via Earlybird (concurrent enrollment), Senior Year Plus (internet-based), Regional Centers with locations in Eagle Grove (North Central) and Jefferson (Greene County), face-to-face classes on campuses at Webster City, Storm Lake (Storm Lake Learning Center), and Fort Dodge (Triton Academy), and Charter School. Contact the Secondary Partnership Office at 1-800-362-2793, Ext. 1098 to learn more about any of these offerings.

E-mail/Internet Accounts

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. Iowa Central Student Email is a Gmail account. Student Email accounts will be active for the tax season for the year you were last enrolled and will be removed after that time. Email access may be revoked if the technology use policy is violated. Email is accessed through TritonPass on Iowa Central's homepage.

Emergency Notification System/TritonAlert

Help Desk - Ext. 1111
The TritonAlert system allows students and staff 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 Year

Advising Center - Ext. 1195

You are strongly encouraged to begin planning your course of study for the next year early. Your advisor will assist you and will inform you as to when class schedules will be available for the following year. 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

Vice President of 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 Vice President of 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 Vice President of 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, 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 who want their non-directory information released to others. The "Release of Non-Directory Information" form is often completed by students to give permission for Iowa Central to speak to another person regarding financial aid, billing, grades and GPA, class schedules, class attendance, academic accommodations, housing, student conduct, health, mental health counseling services, athletics, Title IX and veteran's information. This form is available via TritonPass or a paper copy can be picked up at the Registrar's Office and is good for one year. It must be completed each year.

Financial Aid

Financial Aid - Ext. 1030, 1031, 1032, 1033, 1034, 1035
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 Student Services 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 week for the FAFSA Processing System to complete and send to the schools you have selected. Filing your FAFSA early allows you to meet all federal and state deadlines and allows you to have your financial aid offer letter 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 2025-2026 year as soon as possible and you may file for the 2026-2027 year on or after October 1, 2025. 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, Direct Loans, State Grants and Scholarships, and Veterans' Education Benefits. 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

The Higher Education Opportunity Act of 2008 requires post-secondary institutions participating in federal student aid programs to make identified disclosures to students, parents, employees, prospective students, and the public. View our Consumer Information disclosures at, www.iowacentral.edu/consumer_info.

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 and Veteran's benefits a student must meet the "Standards Requirements" listed below. Failure to meet these requirements results in the loss of aid. Programs affected by "Standards Requirements" include, but are not limited to:

Federal Pell Grant	Federal Direct Loan	Federal SEOG
Federal Work Study	Federal PLUS Loan	IA National Guard Program
IA Voc Tech Grant	IA Kibbie Grant	Last Dollar Scholarship
Other state programs	Veteran's Benefits	

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 (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. Students enrolled in postsecondary courses while in high school will not be assigned a satisfactory academic progress status until the end of their first semester of enrollment at Iowa Central post high school graduation.
4. 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.
5. Courses taken for audit, hours via Credit for Prior Learning, Advanced Placement and hours via the College Level Examination Program will not be included as a part of the student's cumulative credit hours enrolled for maximum time frame purposes.

Monitoring Progress

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

Reinstatement of Eligibility

1. Complete the number of credit hours necessary to achieve the 67% requirement and/or minimum cumulative GPA needed for their grade level. This will be at the student's own expense. When these hours have been completed, the Financial Aid Office must be notified so eligibility for aid can be reinstated.
2. If special circumstances exist (including but not limited to: death of family member, personal or family illness, family crisis), the student may appeal by submitting a typed letter stating the reasons the "Standards Requirements" were not met and completing the Academic Plan Form. Appropriate third-party professional documentation may be required. The Academic Plan Committee will review the letter and the academic plan. If it 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 students' academic plan will then be reviewed after each term. If the student is not

successfully following the academic plan, they will no longer be eligible for financial aid at Iowa Central.

Submission Deadlines
Appeal and Academic Plan: Fall Term: October 1; Spring Term: February 12; Summer Term: July 6; 8 Week Online: 2 weeks after start of classes.

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 and Academic Plan Worksheet must be turned in prior to the weekend/holiday. The Vice President of Student Services has the authority to overturn the submission deadline/outcome.

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 qualify 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. 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 Self-service, 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.

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-Friday - 5:00 AM-8:00 PM, Saturday - 8:00 AM-2:00 PM, Sunday - 12:00 PM-5:00 PM

Food Service

Director of Food Service - Ext. 1378, 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-3:00 PM, Monday-Friday.

Triton Cafe Dining Hours:
Breakfast - 7:00-9:00 AM
Lunch - 11:00 AM-1:30 PM
Dinner - 5:00-7:00 PM (6:30 PM on Friday)
Weekends - 11:00 AM-12:30 PM (brunch), 4:30-6:00 PM (dinner)

Sick tray and sack lunches are available by seeing the Triton Cafe cashier. Menus are posted online at www.iowacentral.edu/food_service/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, FQ, Q, and P.

Sample computation:

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

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

Final Grades

Student grades are available to Iowa Central students via Self-Service. Refer to the Self-Service 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 and submitted electronically by the instructor 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 and submit a Grade Change Form. 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 Self-Service. Refer to the Self-Service 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 2025-2026 academic year will be held Friday, May 8, 2026 in Hodges Fieldhouse. There will be two ceremonies.

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 Self-Service. The Graduation Declaration should be completed at the time of registration for the semester prior to the completion of college coursework. Iowa Central Community College grants certificates, diplomas, and associate degrees to certify the successful completion of programs of study. Students may elect to graduate under requirements stated in the catalog in effect at the time of initial entry or in effect during the term of graduation. Acceptance of transfer credit by Iowa Central toward a degree does not guarantee acceptance at other colleges. We urge students to consult with the college or university where they intend to transfer for more information.

Harassment and Violence

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

1. Introduction: As an educational institution, Iowa Central Community College strives to provide a respectful, safe, and non-threating 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 complaints of prohibited conduct, and describes educational programs to be conducted by the College to heighten awareness of prohibited conduct described below.

The College has separate procedures for reports or complaints of sexual harassment governed by Title IX of the Education Amendments Act of 1972. These procedures are available at www.iowacentral.edu/about/titleIX.asp or a paper copy may be requested from the Dean of Student Services. For reports or complaints of sexual harassment outside of the College's Title IX jurisdiction, the College will follow this policy and/or any other applicable College policy, procedure, or handbook provision.

2. Prohibitions: It is the policy of the College to maintain a learning and working environment that is free from harassment or violence based on race, color, religion, creed, sex (including pregnancy), 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 (including pregnancy), 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 retaliation against any person who opposes unlawful discrimination and/or makes a report of complaint or discrimination or harassment, or participates in any way in an investigation or complaint under this policy. For purposes of this policy, these prohibitions also apply to College directors, agents, volunteers, contractors, or persons subject to the supervision and control of the 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 (including pregnancy), 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 (including pregnancy), 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 Complainant or Respondent was acting in an official capacity for the College during the incident,
    3. The Complainant or Respondent 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 (including pregnancy), 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.

Harassment means any unwelcome conduct that is related to an individual's membership in a protected class and that is sufficiently severe, pervasive, or persistent that it unreasonably interferes with any aspect of an individual's educational or employment performance or opportunities.

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 (including pregnancy), 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, buttock, groin, or genitals, or touching another person with any of these body parts, or making another touch you or themselves with or on any of these body parts; and any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.
- Other conduct or behavior of a sexual nature deemed inappropriate by a College employee and/or student.

Additional definitions of sexual harassment exist under Title IX. Please see the College's Title IX policy and procedures for information about your rights and responsibilities under Title IX, including the College's formal grievance process. For cases that fall under the College's Title IX jurisdiction, those procedures will apply. The procedures in this policy will be applied in cases where the College does not have jurisdiction to investigate and remedy the alleged conduct under Title IX.

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 probably likely 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 College's Student Title IX Coordinator.
b. Staff members should advise the College's Employee Title IX 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 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: means knowing and voluntary agreement to engage in conduct or an activity with another individual. Silence or an absence of resistance does not imply consent. Past consent to engage in conduct or an activity does not imply future consent; consent can be revoked at any time. An individual who is incapacitated (e.g., when a person is asleep, unconsciousness, under the influence of drugs or alcohol, or disability) cannot give consent. Coercion, force, or the threat of either invalidates consent. Under no circumstances can a student give consent to engage in any sexual conduct or activity with an employee of the College.

Iowa Code provides that the following persons are unable to give consent:
- Persons who are asleep or unconscious (Iowa Code Section 709.1A);
- Persons who are incapacitated due to the influence of drugs, alcohol, or medication (Iowa Code Section 709.1A);
- Persons who are unable to communicate consent due to a mental or physical condition (Iowa Code Section

709.1A); or
- Generally, minors under the age of 16 (Iowa Code Section 709.4).

Domestic Violence: Includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of Iowa.

Dating Violence: Violence committed by a person:
- Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- Where the existence of such a relationship is determined based on a consideration of the following factors:
  - The length of the relationship,
  - The type of relationship.
  - The frequency of interaction between the persons involved in the relationship; and
- May occur any time even 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 exists that violent acts and physical harm against another person or persons may occur.

8. Reporting Sexual Violence: The 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. 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 College's Title IX Coordinator, Associate Director of Student Services, One Triton Circle, Fort Dodge, IA, 50501, 515-574-1058, reevesgrady@iowacentral.edu. This notification does not require that the reporting person file a formal complaint.
b. Students may also speak to any member of the College's 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 (excluding the College's mental health counselor) receiving the report must Immediately notify the Title IX Coordinator, Associate Director of Student Services, One Triton Circle, Fort Dodge, IA, 50501, 515-574-1058, reevesgrady@iowacentral.edu.
c. 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 the 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 the College's Title IX Coordinator 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 effects 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 Harassment

a. Any person who believes they have been the victim of, or has witnessed or otherwise learned of, harassment by a student, faculty member, administrator, or other College personnel because of race, color, creed, religion, national origin, sex (including pregnancy), sexual orientation, gender identity, and/or sex stereotyping, marital status, socioeconomic status, military service , age, and/or disability or any other status protected by federal, state, or local law (except as to complaints of sexual harassment under Title IX, which shall be handled in accordance with the College's Title IX policy and procedures) should report the conduct to the Associate Director of Student Services. Complaints or reports involving sexual harassment should be reported to the College's Title IX Coordinator.
b. Persons wishing to file a complaint under this policy 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 Associate Director of Student Services at any time for advice.
c. Informal Complaint Procedure
   Any student who wishes to utilize the informal complaint procedure to resolve a complaint of discrimination or harassment made by that employee may do so by contacting the Associate Director of Student Services. Any employee may do so by contacting their immediate supervisor. If the immediate supervisor is the Respondent the employee should contact the Vice President of Human Resources. Students and employees are encouraged to seek informal resolution as soon as possible after an incident of alleged discrimination or harassment. This informal discussion will be held within ten (10) calendar days (excluding weekend and College approved holidays and closings) of the student or employee's initial request for informal resolution 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 Associate Director of Student Services 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.
d. Formal Complaint Procedure
   Individuals who are subjected to discrimination or harassment are encouraged to report the incident(s) to the Associate Director of Student Services (for students) or to the Vice President of Human Resources (for employees) as soon as possible. If the student or employee wishes, they may initiate the formal complaint procedure by filing a written complaint.
   After the receipt of the written complaint, the Associate Director of Student Services or the Vice President of Human Resources shall designate an officer of the College, or other appropriate internal or external investigator, 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 Complainant shall be obtained by the designated investigator of their designee. The investigator will then immediately contact the Respondent inform the Respondent of the basis of the complaint, and provide the Respondent an opportunity to respond. The investigator may issue a mutual no-contact directive to the parties pending the completion of the investigation. The Respondent will then provide a written response to the investigator. Both parties will have equivalent opportunities to provide witnesses and evidence to the investigator for consideration.

Any party may be accompanied by support person or an advisor of their choice and at their expense. In no event may the support person or advisor interfere with the interview or disrupt the complaint procedure process provided herein.

Complainants also have the right to file complaints of discriminatory harassment with the following agencies:

Office for Civil Rights (OCR) – Denver Office
U.S. Department of Education
Cesar E. Chavez Memorial Building
1244 Speer Boulevard, Suite 310
Denver, CO 80204-3582
Phone: (303) 844-5695
www.ed.gov/ocr

Equal Employment Opportunity Commission (EEOC)
Reuss Federal Plaza
310 W. Wisconsin Avenue, Suite 800
Milwaukee, WI 53203-2292
Phone: (800) 669-4000
www.eeoc.gov/

Iowa Civil Rights Commission (ICRC)
Grimes State Office Building
400 E. 14th Street
Des Moines, IA 50319
Toll free: (800) 457-4416
Phone: (515) 281-4121
https://icrc.iowa.gov/

Upon receipt of the response, the investigator shall report in writing to the Associate Director of Student Services the findings of the investigation, and shall notify the Complainant and Respondent of said findings in writing within fourteen (14) calendar days (excluding weekends and College approved holidays and closings) of the appointment. The Associate Director of Student Services shall review the written findings to determine if harassment in violation of this Policy has occurred. The College shall make an appropriate determination, in light of the circumstances presented, of whether a respondent should be removed from campus or placed on administrative leave pending the outcome of these grievance procedures.
Upon completion of the review and determination by the Associate Director of Student Services, both the Complainant and Respondent shall be notified separately in person and in writing by the Associate Director of Student Services of their decision within seven (7) calendar days (excluding weekends and College approved holidays and closings) of receiving the report. The Complainant and Respondent shall be notified if the Associate Director of Student Services 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 Associate Director of Student Services will meet separately with the individuals and will address any questions concerning the determination or resolution with the individuals during this meeting.

e. The College reserves the right to take whatever measures it deems appropriate in response to a complaint of harassment under this policy. Such measures include but are not limited to discipline up to and including recommending termination of employment for employees or modification of academic, on-campus housing or work arrangements, probation and suspension or expulsion for students. 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 Respondent.
f. The Respondent 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.
g. In the event the Complainant is dissatisfied with the Associate Director of Student Services' decision, the Complainant may appeal in writing to the President of the College within five (5) calendar days (excluding

weekends and College approved holidays and closings) of the receipt of the Associate Director of Student Services' decision.

h. 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.

i. The College will make every reasonable effort to conclude its full investigation of a complaint, decision by the Associate Director of Student Services, 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 Associate Director of Student Services will document the reason for extending any specified time period and will provide to the Complainant and Respondent periodic written notice of any extension of a specified time period and of the status of the investigation.

12. Retaliation Prohibited

Retaliation against a person who makes a report or complaint of harassment, or who assists, or participates in any manner in an investigation or resolution of a harassment report or complaint is strictly prohibited. Retaliation includes threats, coercion, discrimination, intimidation, reprisals, and/or adverse actions related to employment or education. Any individual who believed they have been retaliated against in violation of this Policy should immediately contact the College's Dean of Student Services.

This Policy's anti-retaliation protections do not apply to any individual who makes a materially false statement in bad faith in the course of any complaint, investigation, or other proceeding under this Policy. However, a determination that an individual made a materially false statement in bad faith must be supported by some evidence other than the determination of whether the Respondent violated this Policy alone. An individual who makes a materially false statement in bad faith may be subject to discipline up to and including suspension or expulsion of a student or termination of an employee's employment.

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

The 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:
         1. Notify proper law enforcement authorities, including College Campus Security and local police;
         2. Be assisted by campus authorities in notifying law enforcement authorities if the victim so chooses; and
         3. 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 415 "Handling Complaints Regarding Employees".

https://www.iowacentral.edu/board_policies/415AcademicConcerns.pdf

Help Desk

Ext. 1111 (Off Campus - 515-574-1111)

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 Art & Technology Building in ATB-127. You may also contact the help desk anytime via email at help@iowacentral.edu.

Honor Society

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.

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 a primary insurance plan, a temporary insurance plan is available to purchase.

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.

Iowa Jobs for America's Graduates (iJAG)

College Success Coordinator - Ext. 1209

Located in the Liberal Arts Building, Iowa Jobs for America's Graduates (iJAG) partners with Iowa Central students to deliver career development programming, including leadership training, career education, individualized guidance, and employer engagement.

Lost and Found

Student Services - 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 Services

Ext. 1051

Services are available to all current students. Office hours are Monday–Friday, 8:00 AM–4:00 PM. Services include assessment, short term services on campus, consultations and referrals. Students are encouraged to fill out an appointment request form through Triton Pass under the "student tools" section to set up an appointment. Walk in to AST 118 for appointments as well.

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.

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 dialogue 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 that operates out of the campus bookstore. You can find textbooks for most 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 www.iowacentral.edu/bookstore. Visit the FAQ section for more information about the Online Bookstore and how we can best serve you.

Parking Regulations

Director, Housing & Security - Ext. 1186

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.

Restrictions for On-Campus Residents

Lot 2 is closed to on-campus resident vehicles from 4:00 p.m. to 6:00 a.m. every day.
Residents needing to park in Lot 2 during restricted hours must receive written permission from the Housing and Security Director in advance.

Resident Parking Stickers

All residents vehicles must display an official, numbered parking sticker.
Stickers must be placed on the bottom-right corner of the front windshield (passenger side).
Stickers are available through the Housing and Security Office and are required for campus parking compliance.

Violation and Consequences

Failure to follow the Lot 2 parking policy will result in the following progressive disciplinary actions:
1. First Violation – Written warning
2. Second Violation – $25 fine (charged to student's account)
3. Third Violation – $50 fine (charged to student's account)
4. Fourth Violation – Vehicle towed at owner's expense and referred to Housing for disciplinary review, which may result in **housing dismissal**

Important Reminders

Parking policies are enforced to maintain order, safety, and accessibility.
It is the responsibility of each resident to be aware of and follow all parking regulations.
Repeated or serious violations may result in loss of parking privileges or further disciplinary action.
For questions or to request special parking permissions, please contact the Housing and Security Director at 515-574-1086.

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 $80.00.

Photography and Film Rights Policy

Director of Marketing & Communications - 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 of Marketing & Communications, Website Technology Specialist, or Sports Information 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 of Marketing & Communications. 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.

Pregnancy and Related Leave Accommodations

Accomodation Services- Ext. 1045

Students who are pregnant and/or experiencing related conditions such as childbirth, false pregnancy, miscarriage, termination, or related conditions, including recovery from any of these conditions, can request academic adjustments, services, accessibility accommodation, and/or excused absence from classes. To make a request, students need to contact the Accomodations Office and are encouraged to make the request as early as possible to ensure enough time is available to provide reasonable accommodations.

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 pins may be picked up at each of the Centers for those who qualify. Fort Dodge Center students can pick up pins at Student Records.

Refunds

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

Tuition and Applicable Fee Credit Percentages

Session day	1-5	100%
Session day	6-10	75%
Session day	11-15	50%

For definition of session, see section titled *Session Days*.

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.

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 Community College. A person has 2 options:
   a. The entire transcript will be requited.
   b. The person may select up to 12 credits to remain on the transcript.

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 & Security - Ext. 1186
Assistant Director, Housing & Security - Ext. 1088
Executive Administrative Assistant, Housing & Security - Ext. 2186
Iowa Central's on campus living offers students many opportunities and advantages. Residence Life includes a clean and spacious dining hall, the Triton Cafe. Each evening, there are Housing Coordinators on duty to ensure the safety of the students living on campus. We plan to provide an environment that is conducive to educational and social growth. The resident apartments are also the perfect place for meeting friends and getting to know classmates.

Residency Policy Guidelines

Vice President of Student Services - 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

Financial Aid - Ext. 1033, 1034
Vice President of Student Services - Ext. 1050
Vice President of Development and Alumni Relations - 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's School Nurse is on duty at the Fort Dodge Center Monday-Friday from 8:00 AM-4:00 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, STI testing, and assistance with chronic medical conditions. Appointments can be made by calling 515-574-1047 or email graves@iowacentral.edu. Walk-ins welcome. This is also where immunization records are kept. Immunization requirements for those living in campus housing include 2 MMR vaccines, a current tetanus shot and Meningitis ACWY. Meningitis B is recommended. IMM records are to be uploaded in TritonPass. There may be further vaccine requirements that are related to certain programs of study. Students can request an appointment through TritonPass under student tools.

Self-Service

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

Session Days

Session days are defined as Monday-Friday and begins with the start date of the College term. Dates vary for summer classes. For summer classes, go to Self-Service in Triton Pass and click on Resources and then Last Day to Withdraw/End of Class or contact Student Records for more information.

Small Business Development Center

America's SBDC Iowa provides free and confidential business management assistance to owners of small for-profit businesses and individuals interested in starting or purchasing a small business.

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

Student Services Assistant Director - Ext. 1195

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

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

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

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

One is plagiarizing if one:

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

One is cheating if one:

- copies someone else's exam or homework;
- purposefully allows another student to copy your work or submit work that you have written as their own;
- refers to a text, notes, or other materials during an exam without authorization to do so;
- submits a paper or assignment for which you have received so much help that the writing is significantly different from your own;
- passes test answers to another student during or before a test.

Disciplinary Action by the Instructor

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

Student Appeal

If the student believes that the finding of scholastic dishonesty is in error or the penalty unjust, the student may appeal to the Vice-President of Instruction. An informal hearing will be held and an administrative decision will be presented to the student.

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 breech 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. Hazing which occurs when a person intentionally or recklessly engages in any act involving forced activity which endangers the physical health or safety of a student for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, any organization operating in connection with the College, including but not limited to, extracurricular, intramural, athletic, academic, or social group operating is strictly prohibited, in accordance to Iowa State Law, §708.10 and the Stop Campus Hazing Act. "Forced activity" means any activity which is a condition for initiation, admission into, affiliation with, or as a condition for continued membership in any organization, regardless of whether the student is willing to participate in the activity.

13. 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;
14. Communicating any confidential information gained through student employment;
15. 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;
16. Engaging in forgery, alteration, or misuse of any College records or documents, College keys or keycards, or student or staff identification cards;
17. Disorderly, lewd, indecent or obscene conduct; or
18. 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 decree**: 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 Dean of Student Services, 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 Dean of Student Services, 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 designees, within three (3) full College class days of the student's receipt of the written notice of sanction that the charge be pursued through an appeal.

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

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

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

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

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

The President, Vice President, or designee will send 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.

Students may login to TritonPass and click on "Concern Form" to report any concerns they have.

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 15, 18 (FERPA)
2. A finding of scholastic dishonesty, the student should follow the appeal process in Board Policy Number 407; Student Handbook, Page 38 (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 deems appropriate including (but not limited to) the recommendation of action to the Board of Directors.
   e. For student complaint cases that are not satisfactorily resolved internally, the student may contact the Bureau of Iowa College Aid (https://educate.iowa.gov/higher-ed/student-complaints)" Note that the student must complete the postsecondary school's internal complaint or grievance process and receive a decision before filing a complaint with Iowa College Aid.

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

The following section is from Iowa Central Community College Board Policy #313

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, database, 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 using 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 a 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 Institutional Technology Director any observed or digital copyright infringement.

4. Computer System Resources: 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.

a. Institutional Data: Permission to view or query institutional data will be granted to all authorized employees of the College for legitimate College purposes. Data users will be expected to access institutional data only in performing 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.

b. 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.

c. Internet: The College's web presence represents the College, programs, policies, and image to the world. The College will recommend standards for College Web pages on the Internet.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:

1. Users accessing these resources are representing the College. All communications should be for or related to the purposes and mission of Iowa Central;
2. Users are responsible for ensuring that these resources are used in an effective, ethical, and lawful manner;
3. Users are responsible for the content of all text, audio, or images placed or sent over the internet.

Messages that are inconsistent with the Iowa Central Technology Use Policy are prohibited, including but not limited to, fraudulent, harassing, or obscene messages;

4. Information published on the internet through the Iowa Central computer system should not violate or infringe upon the rights of others;
5. Unacceptable uses:
   a. Uses that violate any local, state, or federal statute;
   b. Uses that interfere with the employee'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 another person's productivity;
   c. Unauthorized installation of devices such as wireless equipment, personal computers, printers, game consoles, music players, and other peripheral devices;
   d. Knowingly accessing, uploading, downloading, or distributing any text, graphic, video, or audio clip that is obscene, sexually explicit, profane, or harassing in nature;
   e. Conducting unauthorized business or solicit services, and/or develop, introduce, or circulate inflammatory comments or subjects;
   f. Uses that interfere with or disrupt any network services including but are not limited to, introducing viruses, worms, Trojans, and malware that may allow unauthorized access into any other machine or system;
   g. Attempting or gaining access to information that is private or protected, such as network privileges to which the user is not authorized;
   h. Unauthorized software installation;
   i. Excessive storage of personal documents, pictures, etc. on network servers (H drives)— excessive storage is defined as storage not in compliance with the College's technology procedures for size limitations;
   j. Unauthorized alteration of system configuration, including but not limited to: Interrupting programs that protect data or secure systems, BIOS settings, and Operating system settings;
   k. Uses that violate any other provisions of the College's Technology Use Policy;
   l. The College prohibits the misuse of electronic communications such as:
      1. Sending unsolicited emails not following the College's Mission;
      2. 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. Knowing or reckless distribution of unwanted mail or other unwanted messages;
      3. Any form of harassment.

5. Harassment: Iowa Central's Harassment Policy applies with full force and effect to any use of the College's computer system. Harassment of any kind is prohibited. No messages with derogatory or inflammatory remarks about any individual or group'srace, color, religion, creed, sex (including pregnancy), sexual orientation, gender identity, sex stereotyping, marital status, socioeconomic status, military service, national origin, age, disability, and/or any other status will be transmitted. A user who violates this policy shall bear full responsibility for his or her actions. Further, by their use of Iowa Central's computer system, users agree that individuals who transmit such remarks shall bear sole responsibility for their actions.

All users have the right to be free from any conduct connected with the use of Iowa Central's computing systems that discriminates against any person on the basis of race, color, religion, creed, sex (including pregnancy), 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. 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, religion, creed, sex (including pregnancy), 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
b. Has the purpose or effect of creating a hostile, intimidating, or offensive environment.

**For additional information regarding the College's anti-harassment policy and complaint procedure, please refer to Board Policy 223.*

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

Any information written or stored electronically regarding personnel is considered confidential.

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

8. Violations: Violation of this policy may result in suspension of technology resource privileges, disciplinary review, suspension or expulsion from the College, termination of employment, 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 Dean of Student Services will conduct disciplinary reviews concerning student user violations. The College reserves the right to disable user's access to technology resources at any time.

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

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 is partners 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

The College shall insure that transfer credit evaluations for students who have postsecondary educational experiences prior to Iowa Central Community College enrollment, are conducted in accordance with the Higher Learning Commission (HLC) and the Department of Education. The evaluation must determine that the institutional accreditor is recognized by the United States Department of Education. When evaluating transcripts, Iowa Central considers the guidelines of AACRAO (the American Association of Collegiate Registrars and Admissions Officers) listed in the bullet points below. Official transcripts must be sent directly from the institution where credit was earned to the Iowa Central Student Records Office.

It is the responsibility of the student to have international transcripts translated into English and evaluated by The Evaluation Company (TEC/formerly SpanTran), InCred Evaluations, Educational Credential Evaluators, Global Education Group or the International Education Research Foundation.

Students are responsible for monitoring their transfer 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. Records submitted to the College become part of the official file and cannot be returned to the student or forwarded to another institution. Iowa Central Community College cannot guarantee how other colleges may treat the acceptance of transfer credits.

- Only courses required by the student and current program of study are transferred into Iowa Central.
- Military credit transferring in is based on ACE (American Council on Education) recommendations.
- Sixteen (16) hours of Vocational-Technical credit applies toward the sixteen (16) hours of elective credit fo 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. Iowa Central multiplies the quarter-hour by 0.66 to calculate the equivalent semester hour. Other unusual credit granting options are looked at based on the narrative on the reverse side of the sending college transcript.

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.

The Evaluation Company (TEC/formerly SpanTran) has created a custom application for Iowa Central to make sure you select the right type of evaluation at a discounted rate. You can access their application at https://www.iowacentral.edu/admissions/international.asp

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.transferiniowa.org.

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

The number one question transfer students ask is, "How will my credits transfer?" Students can learn about how their community college courses transfer to each of the three state public universities by following the links

on the website. The website contains resources explaining statewide articulation agreements and individual program-to-program articulation agreements by community colleges. These resources are useful for students planning to transfer as well as counselors and advisors. In addition to online resources, it's always a good idea for students to discuss their plans with both a community college and university counselor or advisor. Contact information for the office or person responsible for transfer and articulation at each postsecondary institution is available on the site.

TritonAlert/Emergency Notification System

Help Desk - Ext. 1111

The TritonAlert system allows students and staff 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 is located in AST 116. Items are free to all Iowa Central students in need. It contains coats and winter weather necessities like gloves, hats, scarfs, ear warmers, socks, blankets, and a few boots. Hygiene supplies may include toothbrushes, toothpaste, shampoo, deodorant and body wash. Various household items may include laundry soap, dryer sheets, and dish soap. All items are dependent upon donations received and many other items not listed may be available depending on donations. Contact the School Nurse for assistance with this program. Donations are accepted. Open Monday–Friday from 8:00 AM–4:00 PM. No appointment needed.

Triton Food Pantry

Ext. 1047

The food pantry is located in AST 116 and is available to all Iowa Central students free of charge. An industrial freezer and fridge contains perishable food items such as milk, eggs, cheese, yogurt, pizza, ice cream, various meat options and fruit. Many non-perishable food items such as cereal, granola bars, macaroni and cheese, ramen noodles, soup, crackers, pasta, canned foods, various snacks, peanut butter and jelly are available as well. The items in the pantry change daily depending on donations and food bank supply. This pantry is made possible through donations and a partnership with the Food Bank of Iowa. Through a partnership with the local Kwik Star, a variety of sandwiches are delivered daily and put in the freezer. The school nurse and TRIO coordinate this program. Donations are accepted. Open Monday–Friday from 8:00 AM–4:00 PM. No appointment needed.

Various breads and pastries are free to students every Friday morning in the Hanson Center on tables near the culinary arts program. No appointment needed. This is made possible through a partnership with the local HyVee store.

TritonPass

TritonPass is the system that allows students to access all internet resources such as email, Self-service, 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.

Veteran/Military Students

Assistant Registrar - Ext. 1021

Qualified veterans and military members are eligible to use their education benefits at Iowa Central. Early arrangements should be made with the Veterans Certifying Official on campus. In order for benefits to be certified each term, students must contact the certifying official to complete the formal request. To remain eligible for benefits students must follow Iowa Central's Financial Aid Satisfactory Academic Progress Policy. All veterans and their immediate family are eligible for in-state tuition rates.

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.

Weather Related Cancellations, Delays, and Dismissals

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 designee. If classes are cancelled or delayed, a text message and email will be sent to TritonAlert subscribers. The announcement will also be posted on the College's website, social media, and local radio/TV stations by 6 a.m. or as soon as possible. At times, due to staff availability or changing weather conditions, there may be a delay in making announcements. When the College delays opening, students will report to the class currently in session. All offices open as soon as the College opens.

Early Dismissal of Classes: In the event that classes will be dismissed early, a text message will be sent to TritonAlert subscribers and an email will be sent to all students and all employees.

Evening Classes: Any decision regarding evening classes starting after 5 p.m. shall be made as soon as possible.

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.

Wireless Networks

Iowa Central provides wireless Internet throughout the campus and residence halls. Connect to IC-BYOD with the password "iowacentral". If you are experiencing issues or having connection problems, please contact the Iowa Central Help Desk at 515-574-1111 or help@iowacentral.edu.

Withdraw and Total Withdraw from College

Registrar - Ext. 1020

Withdrawing from a course: The last date to request a withdraw from a 15-week course for Fall 2025 is November 20; for Spring 2026, the last day to request a withdraw from a 15-week course is April 9. 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. Students who find it necessary to withdraw from all college courses should immediately confer with their advisor. To withdraw from a course, students must log in to Self-Service, 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 by 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 should immediately confer with their advisor and then log in to Self-Service, click the "Drop/Withdraw from Class" link, and complete the online withdrawal procedure. Students who borrowed Federal Direct Loans will be directed to complete the online exit counseling at the time of the withdrawal. Failure to do so will result in the issuance of failing grades in all courses for which the student enrolled. There is no withdrawal via telephone.

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 Student Services, 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

Financial Aid Coordinator - Ext. 1031

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.

2026-2027 Academic Calendar

Fall Semester

August 24	First Day of Fall 2026 Semester Classes
August 28	Last Day to Add/Drop Face-to-Face/Online (OL) Classes*
September 7	Labor Day Holiday - No Classes
October 1	First Day to File the 2027-2028 FAFSA
October 9	Staff Development Day - No Classes
November 20	Last Day to Request to Withdraw from Classes*
November 23-27	Thanksgiving Break - No Classes
December 14-17	Final Exams
December 17	Last Day of Fall Semester

Spring Semester

January 11	First Day of Spring Semester
January 15	Last Day to Add/Drop Face-to-Face/Online (OL) Classes*
March 1	Enrollment Opens for Fall 2027, Spring 2028, Summer 2028
March 12	Staff Development Day - No Classes
March 15-19	Spring Break - No Classes
March 26	Good Friday Break - No Classes
April 9	Last Day to Request to Withdraw from Classes*
May 3-6	Final Exams
May 6	Last Day of Spring Semester
May 7	Commencement

**Dates vary for classes less than one full semester. For classes less than fifteen (15) weeks, go to Self-Service in Triton Pass and click on Resources and then Last Day to Withdraw/End of Class or contact Student Records for more information.*

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