

EMPLOYEE DIRECTORY

FACULTY, STAFF, ADMINISTRATION AND BOARD OF TRUSTEES

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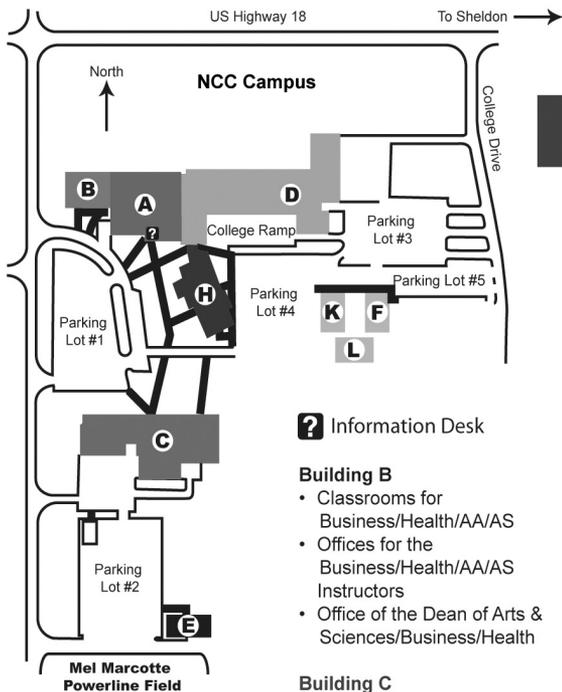
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NCC BOARD OF DIRECTORS

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Chad Hamill, **District V**
Leroy Van Kekerix, **District VI**
Larry Hoekstra, **Vice President - District VII**



Proposed Northwest Iowa Lifelong Learning & Recreation Center

? Information Desk

- Building B**
- Classrooms for Business/Health/AA/AS
 - Offices for the Business/Health/AA/AS Instructors
 - Office of the Dean of Arts & Sciences/Business/Health

- Building C**
- Offices & Classrooms for the Applied Technology Dept.
 - Offices for Business & Industry and VECTOR
 - Classrooms & Offices for the Computer Program
 - Office of the Dean of Applied Technology
 - Continuing Education Office

- Building A**
- Student Services
 - Career Center
 - Bookstore
 - Dining Room
 - Alternative High School
 - Marketing Department
 - TRIO SSS "STARS"
 - Institutional Research/Grants
 - Office of Executive Dir. of College Operations & Finance
 - Placement
 - Business Office
 - Foundation Office
 - Learning Center
 - Media Center
 - Library
 - Student Center
 - Classrooms

- Building D**
- Office of the President
 - Office of the Vice President of Instruction & Learning Services
 - Office of the Vice President of Institutional Advancement & Enrollment Services
 - Offices & Classrooms for the Mechanics Department
 - Offices for the Bio-Tech Grant
 - Offices & Classrooms for the Science Dept.
 - Office of Technology & Information Services

- Building E**
- Physical Plant Maintenance Shop

- Building F**
- Cherokee Hall

- Building H**
- Offices & Classrooms for the Nursing Department
 - Offices & Classrooms for the Radiologic Technology Program

- Building K**
- Lyon Hall

- Building L**
- O'Brien Hall

Student responsibility and disclaimer:

Each student is responsible for knowledge of the information appearing in this handbook. Failure to read the regulations will not be considered an excuse for non-compliance. The College reserves the right to change policies, tuition, fees, admission standards, regulations and curriculum without notice or obligation. The official College curriculum is that contained in the master file.

COLLEGE INFORMATION

MISSION STATEMENT

Northwest Iowa Community College is a progressive learning college rapidly responding to the changing needs of our global community.

VISION STATEMENT

We are driven to be the community college of choice for learning.

GUIDING PRINCIPLES

- We believe that as a comprehensive community college we respond to our communities' needs.
- We believe that all people can learn.
- We believe that education is an investment in society.
- We believe that accessible, lifelong educational opportunities and services enable people to maximize their potential and improve quality of life.
- We believe in the dignity and worth of all individuals.
- We believe in embracing diversity.
- We believe in maintaining high standards through innovation and continuous improvement.
- We believe that effective leadership, education and training will enhance community and economic development.
- We believe that partnerships are essential.

ACCREDITATION

Northwest Iowa Community College is accredited by the North Central Association of Colleges and Schools and the Iowa Department of Education.



ASSESSMENT OF STUDENT LEARNING

What you **learn** as a student at Northwest Iowa Community College is the very heart of the educational process. Northwest Iowa Community College has established a comprehensive, on-going assessment program that assesses learning throughout a student's college experience. The goal of this assessment program is to verify the extent of student learning at different levels including the course level, the program level and the institutional level. General education learning outcomes are also assessed under this program. The results of assessment activities are used to improve both teaching and learning.

GENERAL EDUCATION STATEMENT

Northwest Iowa Community College is committed to providing students opportunities to acquire the knowledge and skills that will enable them to graduate, continue their education, pursue the career of their choice, and be productive citizens. To meet this educational goal, all programs at Northwest Iowa Community College will encompass not only program-specific learning outcomes, but also general education learning outcomes in the areas of Personal Development, Global Perspective, Critical Thinking, Written and Oral Communication, and Math. These learning outcomes are taught and assessed in classes, labs, field experiences, and other co-curricular activities.

ADVISORY COMMITTEES

Northwest Iowa Community College recognizes that active advisory committees are vital to quality education. All NCC credit programs have an advisory committee made up of representatives from the specific occupations. The individual advisory committees assist

in identification of instructional content and providing advice, suggestions, and recommendations.

FOUNDATION

The Northwest Iowa Community College Foundation is a non-profit corporation established in 1983. The NCC Foundation Board of Directors consists of individuals representing each school district in the area. Foundation Board policies are administered by the Director.

The mission of the NCC Foundation is to attract and manage financial resources, enhance awareness of the College, and to support access to lifelong learning opportunities. Annually, the Foundation funds scholarships to individuals pursuing higher education opportunities at NCC. Complete information regarding individual scholarships is found in the current *Northwest Iowa Community College Foundation Scholarship Opportunity Guide* that is available through the NCC Foundation Office, Admissions Office, through area guidance counselors, or by going to the NCC website at www.nwicc.edu and clicking on “Admissions” and then “Scholarships”.

COMPLIANCES

NONDISCRIMINATION IN EDUCATION

It is the policy of Northwest Iowa Community College not to illegally discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, religion, or physical or mental disability in its programs, activities, or employment practices as required by the Iowa Code sections 216.9 and 19B.11, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681 - 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.). Northwest Iowa Community College will not tolerate violations of state and federal nondiscrimination laws. All inquires or grievances regarding discrimination based on the above-listed traits or characteristics may be directed to the Affirmative Action Officers, Sandy Bruns or Beth Frankenstein, Northwest Iowa Community College, 603 West Park Street, Sheldon, IA 51201, telephone 712-324-5061.

COMMUNICATIONS AND INFORMATION SYSTEMS POLICY SUMMARY

With the growth of telecommunications in the work place, the Board of Trustees recognizes that students and employees will alter the way that ideas are shared, information is transmitted, and people are contacted. As employees and students are connected to the global community, the use of technology brings new responsibilities as well as opportunities.

The College will provide employees and students with communication and information systems for education and educational support purposes. The systems are not to be used in any way that may be disruptive to the learning process, offensive, or illegal. The transmission of sexually explicit images, messages, cartoons, or communications that contain profane or offensive language, ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based on their race, national origin, gender, age, disability, or religious or political beliefs is prohibited. The systems shall not be used to solicit or proselytize others for commercial ventures, religious or political causes. All employees and students will be required to sign an agreement to abide by the NCC Communications and Information Systems Use Policy. Violation of this policy is subject to disciplinary action up to and including expulsion or discharge.

GRADUATION RATE

Public Law 101-542, The Student Right-To-Know and Campus Security Act, as amended by Public Law 102-26, requires higher education institutions to report their completion or graduation rate on an annual basis.

The graduation rate was 55% for students who entered Northwest Iowa Community College on a full-time basis for the fall term, 2004. This figure includes those who received a degree or diploma at Northwest Iowa Community College or transferred to a four-year institution.

CAMPUS SECURITY ACT

In accordance with Public Law 102-26 Title I, Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act, students, employees, and visitors who have experienced criminal acts or other emergencies which have occurred on the college campus shall report those emergencies to the Director of Operations and Finance immediately or the Sheldon Police Department. Within 24 hours of the occurrence, an incident report shall be completed by the individual or a copy of the police report submitted to the Director of Operations and Finance. Incident report forms are available from the office of the Director of Operations and Finance.

Campus buildings, with the exception of the apartments, are open and available for use from 7:00 a.m. to 10:00 p.m. Monday through Friday. Physical Plant staff is available on campus during this period of time to provide help with students, staff, and visitors. Emergency telephones for 911 calls are located at the east side of Parking Lot 1, the east side of parking lot 3, and the south side of parking lot 5. The Sheldon Police Department should be called when the incident dictates. Student Housing main outside doors will generally be locked. The campus does not employ a security officer but relies on the Sheldon City Police Department for security 24 hours a day.

The following statistics, provided in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act, are for students and employees, and to applicants for enrollment or employment upon request. Our 2003-2004, 2004-2005, and 2005-2006 comparative reputable crime rates were as follows:

	2005-2006	2006-2007	2007-2008
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses-Forcible	0	0	0
Sex offenses-Non-forcible	0	0	0
Robbery	1	2	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	2	0
Arson	0	0	0
Drug Law Violations	0	0	0
Liquor Law Violations	1	0	0
Weapons Possessions	0	0	0
Hate Crimes	0	0	0

Northwest Iowa Community College also wants students and employees to be aware of where the public can access "Megan's Law" information regarding sex offenders. One source of information is on the website www.iowasexoffenders.com and the second is through the local county sheriff's department.

DRUG-FREE SCHOOLS AND COMMUNITIES

It is the policy of NCC to comply with the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226, and to provide staff and students with information to prevent the use of illicit drugs, the abuse of alcohol on campus, and to provide a drug-free work place for students and staff. It shall be unlawful to possess, use, or distribute illicit drugs and alcohol by students or employees on college property or as part of any college activity. The laws of the state of Iowa pertaining to the possession and use of illicit drugs and alcoholic beverages on public property shall be followed. Specifically, this means that it is a violation of the drug and alcohol policy for students and employees to purchase, manufacture, possess, consume, or sell such items on campus.

Student and staff violations of the standards as stated in the previous paragraph shall result in any one or combination of the following disciplinary sanctions.

- A. Warning
- B. Disciplinary probation
- C. Suspension
- D. Referral to an appropriate drug/alcohol treatment program
- E. Referral to law enforcement agencies
- F. Possible disciplinary sanctions include expulsion or termination.

Definitions and accompanying procedures of these sanctions pertaining to the student can be found in the office of the Vice President of Institutional Advancement & Enrollment Services. Policies and procedures pertaining to employees can be found in the office of the Director of Human Resources.

Staff rights shall be protected in accordance with due process.

Staff accused of violating the drug/alcohol policy as established shall have the right to:

1. a hearing before the appropriate campus judicial board, and
2. access to an appeal as defined within the college policies and procedures.

Student's rights shall be protected in accordance with due process.

Students accused of violating the drug/alcohol policy as established shall have the right to due process.

See the Student Discipline Section.

SUBSTANCE ABUSE PREVENTION PROGRAM

If a student or staff member is identified as having a probable chemical dependency problem or voluntarily notifies his/her instructor or supervisor of such, that individual will be directed to the counseling staff in the Student Services Office. The counseling staff in the Student Services Office will refer the individual to the local alcohol and drug treatment unit or to an agency of the individual's own choosing.

LEGAL SANCTIONS

Under Chapter 124 of the State of Iowa Code regarding controlled substances, various penalties and offenses are described involving the illegal manufacture, possession, possession with intent to deliver, delivery and design (simulation and counterfeiting) of illegal drugs. Illegal drugs include but are not limited to marijuana, methamphetamines, amphetamines, cocaine, heroin and ecstasy. Except as authorized under Chapter 124 (legally prescribed drugs), it is unlawful for any person to manufacture, deliver, or possess with intent to manufacture or deliver a controlled substance, or to act with, enter into a common scheme or design with, or conspire with one or more other persons to manufacture, deliver, or possess with intent to manufacture or deliver a controlled substance or a counterfeit or simulated controlled substance. Violations of Chapter 124

may result in simple, serious or aggravated misdemeanors, or class “D,” “C” or “B” felony charges.

Consequences may include:

Possession of Drug Paraphernalia is punishable by up to 30 days in the County Jail and a fine not to exceed \$500.

Simple Possession of controlled substances is punishable by up to one year in the County Jail and a fine not to exceed \$1,500. A conviction will also result in the loss of student financial aid eligibility.

Possession with intent to deliver, delivery and/or manufacture (including growing) of controlled substances is punishable by a range of penalties up to a maximum prison term of 50 years and a maximum fine not to exceed \$1,000,000.

Local and federal sanctions will also apply.

HEALTH RISKS

There are many health risks associated with substance abuse (use of illicit drugs and excessive drugs and excessive use of alcohol). Abusers can lose resistance to disease, develop physical and psychological dependence, become depressed, develop heart problems, contract infections, become malnourished, become physically exhausted and even die.

With substance abuse, reality is often distorted, reactions may be slower, and the risk of accidents can increase. Substance abuse can cause coma, respiratory arrest, and convulsions. Injected drugs increase the risk of infectious diseases such as hepatitis and AIDS.

MENINGOCOCCAL DISEASE

The administration at Northwest Iowa Community College is providing all new students with vaccination information on meningococcal disease. Please refer to the National Meningitis Association website www.nmaus.org. We encourage you to discuss the vaccine with a health care provider and then decide whether or not you may want to be vaccinated.

HEALTH INSURANCE

Northwest Iowa Community College does not have a compulsory insurance plan, but the College recommends that you enroll in a voluntary health program to assure protection in the event of illness or injury.

If you are enrolled as a member of a family health or hospital related plan, you should be aware of the age that family coverage is terminated. The purchase of insurance shall be voluntary with the entire cost being paid by you.

STUDENT SERVICES

COUNSELING

A professional counselor is on staff at Northwest Iowa Community College to assist students in career and educational planning and in solving problems of a personal nature. The counselor is available to provide assistance to students experiencing personal or social concerns, academic/vocational problems, and provide referrals to outside agencies when needed.

Counseling is confidential and adheres to FERPA guidelines. All students are encouraged to use this service. Appointments are scheduled through Student Services or call 800-352-4907, ext. 242 or 712-324-5061, ext. 242. In the absence of the counselor, the Vice President of Institutional Advancement & Enrollment Services will make the referral.

ACADEMIC ADVISING

All NCC students are assigned to an academic advisor and must meet with him/her each semester during the registration period. Your advisor can assist you with developing an educational plan to meet your career goals, identify on and off campus resources to help with academic success, help with course selection and appropriate sequencing of courses, and answer your questions as they arise.

CAREER CENTER

If you want to change careers or need help planning your major, the NCC Career Center offers a variety of valuable resources including

- Individual career counseling
- Aptitude and interest testing
- Referral to area resource agencies
- Financial aid and college enrollment assistance or referral
- Instruction in job seeking skills (i.e. letter writing, resume preparation, and interviewing)

All area residents and students are encouraged to utilize the Career Center. All services are free of charge and confidential.

PLACEMENT

The Placement Office can help you find employment relating to your specific training, abilities, and interests both while a student and after graduation. Current full- and part-time employment opportunity listings are available via email and at www.nwicc.edu.

STARS

The STARS (Students Taking Advantage of Resources for Success) program is a TRIO Student Support Services grant, funded by the Federal Government, through the Department of Education for \$242,111. Its goal is to motivate, encourage, and assist students to graduate from their program at NCC and transfer to a four-year college.

STARS services are *free* and available to students who apply, meet eligibility requirements and are accepted to the program.

Once accepted into the program, students are offered a variety of services including individual professional or peer tutoring, academic advising, financial aid counseling, transfer assistance, college visits, career counseling, and Lunch & Learn workshops.

In addition, STARS students may be eligible for \$1,000 Grant Aid Scholarships through the program. Once a student is selected to receive this assistance, it never has to be paid back!

In order to join, students must apply to the STARS office and will be notified as to their eligibility.

STUDENT HOUSING

Just a short walk from classes, student housing at Northwest Iowa Community College is made up of three housing complexes -- Cherokee Hall, Lyon Hall, and O'Brien Hall. There is no better way to feel connected to the College and the student body than living on campus. You'll experience college life as it is meant to be, and build friendships that last a lifetime!

- Cherokee Hall offers apartment style living. Choose from two options; a four student apartment consists of two bedrooms, one bath, and a kitchen/living area or a two student apartment which consists of one bedroom, one bath, and a kitchen/living area.
- Lyon Hall and O'Brien Hall offers suite style living. A suite accommodates four

students with two bedrooms, two bathrooms, and a kitchen/living area.

Additional information regarding student housing is available from the Housing Coordinator in Student Services.

LIBRARY

The NCC Library provides access to information in a wide array of formats to support all programs offered at the college. The library has over 16,600 volumes in the book collection in addition to the nearly 16,415 electronic books available online. The library also has nearly 3,900 videos and DVDs, and subscriptions to more than 140 print magazines, journals, and newspapers. There is also a specialized mechanics collection and several online databases. Interlibrary loan is available through state and national libraries. Access to materials owned by the library can be achieved through an advanced online card catalog, including checkouts and reserves, as well as accessing patron information. The library also has an extensive audio book collection, in various formats, including downloadable books. Other services include two rooms for small study groups and video viewing, computers for research purposes, wireless access, a laser printer, and a photocopier. Library cards may be obtained at the reference desk any time the library is open.

BOOKSTORE

The NCC Bookstore carries the textbooks and supplies needed for your respective programs. In addition to educational material, the bookstore offers a variety of clothing and hats, NCC novelty items, school supplies, flash drives, phone cards, gifts, journals and much more. Candy, snacks and pop are also available for purchase. The bookstore accepts Discover, MasterCard, Visa, and personal checks to assist you in purchasing. The NCC Bookstore is affiliated with a used-book company and offers used books for sale and will have a book buy-back at the end of each semester. The Bookstore is open Monday through Thursday 7:30 a.m.-5:00 p.m. and Friday 7:30 a.m.-4:30 p.m. Semester textbooks and NCC items are also available for purchase on the Bookstore website - www.bookstore.nwicc.com.

LEARNING CENTER

To help with your educational goals, the Learning Center provides a variety of services. Free tutoring is available to you in most program content areas. Tutoring is done on a “drop in” basis, in small groups or one-to-one.

If you are a current or prospective student, developmental courses are available to help improve your skills in specific areas. For additional information on developmental courses, contact the Learning Center Director.

If you require individualized study, you may take certain vocational courses through the Learning Center with the approval of the Dean, Learning Center Director, and Vice President of Education and Learning Services, as appropriate. Study is done independently, meaning you begin your coursework at your convenience and determine your own schedule within the normal hours of the Learning Center.

If you are a student with special needs, the Learning Center works very closely with the Counselor to accommodate those needs. These services must be arranged in advance through the Counselor. Some services may need prior arrangements.

Testing accommodations can be arranged with NCC faculty. All testers are required to provide a picture ID before testing. Tests may be read to you if those accommodations are needed.

A computer lab, DVD/VCR's, calculators, and spell checkers are available in the Learning Center for your use at no charge. Software and videos for review of basic skills and tutorial work are also available.

Study rooms are available for individual or small groups needing a quiet work area.

The Learning Center also can provide instruction for the GED program and the High School Credit program.

HIGH SCHOOL COMPLETION

Northwest Iowa Community College has various programs available to assist you if you wish to complete your high school education. Options include obtaining a High School Equivalency Diploma through the GED testing program, obtaining an Adult High School Diploma from NCC, or a local high school diploma through the completion of NCC high school credits. For additional information, contact jliefeld@nwicc.edu about the GED program or tlukkes@nwicc.edu about high school credits.

DEVELOPMENTAL COURSES

To assist you in your college career, NCC offers developmental courses. Developmental courses are designed to strengthen your skills if you have academic deficiencies or have been out of school for a period of time. You are encouraged to enroll in developmental courses before beginning your college coursework. NCC may recommend/require developmental courses for specific programs/courses based on your COMPASS scores or your past academic records.

Credit from developmental courses is not transferable, does not count toward your grade point average, and does not meet graduation credit requirements for diploma or degree programs. The current per credit tuition and fees apply to developmental courses. These courses can be included in the calculation of your course load and may be used if you are seeking financial aid eligibility.

Developmental courses are offered on an individual basis in a self-paced, open-entry format through the Learning Center. With sufficient enrollment, developmental courses may be offered in a scheduled classroom setting. You must register for these courses in Student Services. Textbooks are checked out from the Learning Center.

Specific developmental courses include:

CATALOG #	COURSE TITLE	CREDITS
Math		
MAT032H	Arithmetic for College Students A	2
MAT033H	Arithmetic for College Students B	2
MAT060H	Algebra IA	3
MAT061H	Algebra IB	3
MAT070H	Algebra IIA	3
MAT071H	Algebra IIB	3
Business		
ACC052H	Accounting A	3
ACC053H	Accounting B	3
Communications		
ENG005H	Vocabulary	2
ENG050H	English 2200	2
ENG051H	English 2600	2
ENG052H	English 3200	2
ENG053H	English Brushup	2
ENG054H	Basic Composition	3

ENG063H	Grammar Through Computer Applications	2
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Science

BIO050H	Intro to Biology I	2
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BIO051H	Intro to Biology II	2
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BIO060H	Intro to Anatomy & Physiology I	3
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BIO061H	Intro to Anatomy & Physiology II	3
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Health Profession

HSC050H	Intro to Medical Terminology	2
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SPECIAL NEEDS

Services for Student with Disabilities

America Disabilities Act & The Vocational Rehabilitation Act

Northwest Iowa Community College is committed to providing an accessible environment which supports students with disabilities reaching their full potential. Accommodations are available for students who have visual, hearing, mobility, learning or other types of disabilities to endure equal access to educational opportunities. NCC employs a special needs coordinator to work with students to develop and coordinate services based on individual student need. If you are a student with a disability who requires reasonable accommodations to participate at NCC, follow the steps listed below:

1. Contact the special needs coordinator at 800-325-4907, ext. 242, or the counselor's office, building A, Student Services for an application for accommodations.
2. Submit the completed application and supporting documentation to: Northwest Iowa Community College, 603 West Park Street, Sheldon, IA 51201, Attn: Special Needs Coordinator
3. Schedule a time to meet with the special needs coordinator to discuss coordination of these services.
4. Contact the special needs coordinator with any questions during the process.

Veterans Educational Benefits

The Montgomery GI Bill (Chapter 30), the Montgomery GI Bill-Selected Reserve (Chapter 1606), the Reserve Educational Assistance Program (Chapter 1607), Veterans Affairs Vocational Rehabilitation Program (Chapter 31), Veterans Education Assistance Program—VEAP (Chapter 32), and Survivors' and Dependents' Educational Assistance Program (Chapter 35) provide educational benefits for veterans attending NCC. Information concerning veterans' educational benefits and applications may be obtained from the NCC Financial Aid Office.

REGISTRATION AND RECORDS

TRANSFER STUDENTS

Services are provided by our advisors for those students who plan to attend more than one post-secondary institution in order to complete your college degree. You are encouraged to start this process early and plan ahead, which can make this a smoother transition. See NCC's website to review the articulation agreements that NCC has with other institutions.

RESIDENT/NON-RESIDENT TUITION ELIGIBILITY

Reference Board Policy 507

SECTION 1-GENERAL

A person who has been admitted to Northwest Iowa Community College shall be

classified as a resident or as a non-resident for admission, tuition, and fee purposes. A person classified as a resident shall pay resident tuition costs. A person classified as a non-resident shall pay non-resident tuition costs. Tuition for non-residents should not be less than the marginal cost of instruction of a student attending Northwest Iowa Community College. Iowa Code section 260C.14 (2).

Persons who register for non-credit continuing education courses shall be charged course fees determined on course costs and by market demand.

SECTION 2-DETERMINATION OF RESIDENCY STATUS

In determining 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 Registrar may require written documents, affidavits, or other related evidence deemed necessary to determine why a student is in Iowa. The burden of proof is upon the student.

A student will be required to file at least two documents to determine his/her residency status. No two documents may come from the same source. The following are examples of acceptable documentation.

1. Written and notarized documentation from an employer that the student is employed in Iowa or a signed and notarized statement from the student describing employment and sources of support.
2. Iowa state income tax return.
3. An Iowa driver's license.
4. An Iowa vehicle registration card.
5. An Iowa voter registration card.
6. Proof of Iowa Homestead credit on property taxes.

In all events, to be determined a resident of Iowa, the individual must document residing in the state of Iowa for at least 90 days prior to the beginning of the term for which he/she is enrolling.

- B. If a student gives misleading or incorrect information for the purpose of evading payment of non-resident fees, he or she must pay the non-resident fees for each term the student was not officially classified as a non-resident.
- C. These regulations shall be administered by the Registrar. Resident and non-resident tuition rates shall be printed and available in the College Catalog or other major College publications.

SECTION 3-RESIDENCY OF MINOR STUDENTS

The domicile of a minor shall follow that of the parent with whom the minor resides except where emancipation of said minor can be proven. The word "parent" herein used shall include legal guardian or others in cases where the lawful custody of a minor has been awarded to persons other than actual parents.

A minor living with a resident of Iowa who is legally responsible for the minor shall be granted resident status if the minor has lived with the Iowa resident for at least 90 days immediately prior to enrollment.

The residency status of an emancipated minor shall be based upon the same qualifications established for a person having attained majority.

SECTION 4-RESIDENCY OF STUDENTS WHO ARE NOT CITIZENS OF THE UNITED STATES

- A. A person who is a refugee or who is granted asylum by an appropriate agency of the United States must provide proof of certification of refugee or asylum guarantee status. A person may be accorded resident status for admission and tuition purposes when the person comes directly, or within a reasonable time, to the state of Iowa from a refugee facility or port of debarkation and has not established domicile in another state.
- B. A person who has immigrant status, and his or her spouse or dependents, may establish Iowa residency in the same manner as a United States citizen.
- C. A person who has non-immigrant status and who holds a non-student visa, and his or her spouse or dependents, may establish residency in the same manner as a United States citizen. A person who has non-immigrant status and whose primary purpose for being in Iowa is educational is classified as non-resident. A “student visa” is prima facie evidence of non-residency. (i.e. in a rare case, a student holding the visa could overcome the presumption of non-residency.)

SECTION 5-RESIDENCY OF FEDERAL PERSONNEL AND DEPENDENTS

A person and his/her spouse who has moved into the state of Iowa as the result of military or civil orders from the federal government, and the minor children of such persons, are entitled to immediate Iowa residency status.

SECTION 6-VETERAN’S EXEMPTION

A military service veteran who was a resident of the state of Iowa prior to entering the service shall be classified as a resident if the veteran returns to Iowa upon separation from service and his/her separation papers are filed with the County Recorder.

SECTION 7-RECLASSIFICATION OF RESIDENCY STATUS

It is the responsibility of a student to request a reclassification of residency status. If a student is reclassified as a resident for tuition purposes, such classification shall be effective beginning with the next term for which the student enrolls. In no case shall reclassification to residency status be made retroactive for tuition and fee purposes, even though the student could have previously qualified for residency status had the student applied.

SECTION 8-APPEAL

The decision on the residency status of a student for admission, tuition, and fee purposes may be appealed to a review committee established by Northwest Iowa Community College. The findings of the review committee may be appealed to the NCC Board of Trustees, whose decision shall be a final administrative decision.

REGISTRATION

After you have been accepted for admission to NCC, you must register for course(s) and pay tuition and fees before being officially enrolled. Your academic advisor will assist you with the registration process and guiding you in registering for the appropriate courses; however, the final decision on course registration is your responsibility. All registration forms need to be signed off by an advisor before you can be officially registered.

INDEBTEDNESS POLICY

If you have prior unsettled indebtedness to the College, you may not register in any new term without approval from the Business Office. Evidence of attendance or other official credentials may not be obtained from the College during the period in which the

indebtedness remains unsettled.

Indebtedness shall include tuition, fees, book charges, library fines, parking tickets, shop charges, and any other charges incurred by you and owed to the College.

TUITION AND FEES

Tuition and fees will be determined prior to the start of each semester.

BILLING AND PAYMENT

The NCC billing system provides you with the following payment options for tuition and fees:

1. You may pay your account in full at the NCC Business Office with a check or credit card (Discover, VISA or MasterCard) before the first day of the regular semester/term.
2. You may pay your account in full over the internet using e-cashier that is on our website at www.nwicc.edu using an Automatic Bank Payment (ACH) or credit card (Discover, VISA or MasterCard). There is a \$2.00 nonrefundable fee for using this service through our service provider, Nelnet Business Solutions, formerly FACTS Management Company.
3. You may sign up for a payment plan through Nelnet Business Solutions, formerly FACTS Management Company. There is a \$35.00 nonrefundable processing fee charged by Nelnet/FACTS. Information about the payment plan through Nelnet/FACTS is available on our website at www.nwicc.edu, and you may also pick up a brochure at the Business Office. When you enroll in Nelnet/FACTS you will need to know your NCC Student ID number and the password is your birthday.

Failure to pay or make appropriate payment arrangements for your tuition and fee bill by the first day of the regular semester could result in being removed from your classes and being blocked from computer access.

INSUFFICIENT FUNDS

NCC will assess a \$25.00 service charge for checks that are returned due to insufficient funds.

REFUND POLICY

If you drop/withdraw from a course(s), you are eligible for a tuition refund according to the following schedule:

September 1, 2009 Last day for 100% tuition and fee* refund for fall semester classes

January 20, 2010 Last day for 100% tuition and fee* refund for spring semester classes

May 31, 2010 Last day for 100% tuition and fee* refund for summer term classes

The above Refund Schedule is applicable only to regular semester enrollment periods. A similar pro-rated Refund Schedule will be applied to courses with different enrollment periods (i.e. 7x7 course, online course, 8 week courses, etc.).

Refund procedures, percents, and amounts may differ for students receiving financial aid. The refund for students receiving financial aid will be according to the guidelines set by the United States Department of Education.

Refunds of tuition and fees are calculated as of the date the withdrawal form is completed and returned to the Student Services Office.

*The CDL fee is non-refundable.

REFUND/BALANCE CHECKS

Refund checks are issued weekly beginning 30 days after the semester begins. The Business Office must receive the funds by NOON on Wednesday for checks to be issued the same week.

Students must be attending and making academic progress in order to receive financial aid funds.

ADDING A COURSE

If you wish to add a course to your schedule after the first class session, you must have the approval of the instructor, Academic Dean, and Registrar. When you receive approval, a “Drop/Add Form” must be completed and returned to the Registrar’s Office before the change becomes official. The “Drop/Add Form” may be obtained in the Registrar’s Office or by going to the NCC website. Log onto www.nwicc.edu. Go to “Student Resources” and click on “Registrar.”

DROPPING A COURSE

You may drop a course by obtaining a “Drop/Add Form” from the Registrar’s Office or by logging onto the NCC website at www.nwicc.edu. Go to “Student Resources” and click on “Registrar.” Have the form signed by the instructor, financial aid representative, and Registrar. The day the completed form is returned to the Registrar’s Office will be the “Official Drop Date.” Drop dates for 2009-2010 for fall semester is November 2, 2009 and for spring semester is March 5, 2010. The above schedule is applicable only to regular registration dates. A similar withdrawal/drop schedule will be applied to registration occurring at times other than the regular registration dates (i.e. 7x7 courses, 8 week, 6 week, etc.) If you fail to follow the above procedure, you will receive an “F” (failing) grade for the course. In case of tragedy (i.e. death in immediate family, severe illness, or disability of student) the Registrar may initiate a drop slip upon request.

FAILING

Required courses failed in a vocational-technical program must be retaken before graduation. Students are encouraged to speak to the Registrar to make arrangements for retaking courses.

WITHDRAWAL FROM COLLEGE

If you withdraw from NCC for any reason, you must obtain a “Withdrawal Form” from the Registrar’s Office or log onto www.nwicc.edu. Go to “Student Resources” and click on “Registrar.” The day the completed form is returned to the Registrar’s Office will be the “official withdrawal date.” Withdrawal dates for 2009-2010 for fall semester is November 2, 2009 and for spring semester is March 5, 2010. The above schedule is applicable only to regular registration dates. A similar withdrawal/drop schedule will be applied to registration occurring at times other than the regular registration dates (i.e. 7x7 courses, 8 week, 6 week, etc.) If you fail to follow the above procedure, you will receive an “F” (failing) grade for the course. In case of tragedy (i.e. death in immediate family, severe illness, or disability of student), the Registrar may initiate a withdrawal form upon request.

STUDENT RECORDS

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

Annually, Northwest Iowa Community College informs students of the Family Educational Rights and Privacy Act of 1974, as amended. The Act, with which the institution intends to comply fully, was designated to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act.

Northwest Iowa Community College’s policy explains, in detail, the procedures to be used by the institution for compliance with the provisions of the Act. Copies of the Act

can be found in the Registrar's Office and the office of the Director of Operations and Finance. The offices mentioned also maintain a Directory of Records which lists all education records maintained on students by this institution. Questions concerning The Family Educational Rights and Privacy Act may be referred to the Registrar's Office.

DISCLOSURE OF DIRECTORY INFORMATION

Northwest Iowa Community College hereby designates the following categories of student information as "Directory Information." Such information may be disclosed by the institution at its discretion.

- Student's name
- Campus address
- E-mail address
- Home Address
- Local phone number
- Field of study
- Enrollment status
- Anticipated degree date
- Date(s) of attendance
- Date(s) of graduation
- Degree(s) awarded
- Most recent educational institution attended
- Participation in College-recognized activities
- Photographs
- Video

Currently enrolled students may withhold disclosure of information under the Family Education Rights and Privacy Act of 1974, as amended. To withhold disclosure, written notification must be received in the Registrar's Office within ten calendar days of the beginning of the Fall term, or the term in which the student first enrolls at Northwest Iowa Community College, 603 West Park Street, Sheldon, IA 51201. Forms requesting the withholding of "Directory Information" are available in the Registrar's Office.

Northwest Iowa Community College assumes that failure on the part of any student to specifically request the withholding of categories of "Directory Information" indicates individual approval for disclosure.

RETENTION OF RECORDS

The records retention policy of Northwest Iowa Community College shall be as follows:

1. The official academic transcript record of enrollment credit earned by a student at Northwest Iowa Community College shall be retained by this institution in perpetuity.
2. All student records and documents which are used to create, update, and support the accuracy of the official academic transcript shall be retained for at least three (3) years. These documents may then be destroyed in the manner most convenient: shredding, burning, or burial. However, all appropriate pending requests to review student records and documents shall be honored prior to their destruction.
3. The student records retention policy shall be published in the College Catalog and Student Handbook and shall constitute sufficient responsibility for notification to the student.
4. Students who believe that their educational records contain information that is inaccurate, is misleading, or is otherwise in violation of their privacy or other rights

may discuss their problems informally with the Registrar. The Registrar may agree to amend appropriate records. If not, the student will be notified within a reasonable period of time that the records will not be amended and will be informed by the Registrar of his/her right to a formal hearing.

5. College officials who have access to student records in the course of performing their professional responsibilities shall not be permitted to release the record to persons outside the College, unless authorized in writing by the student or unless one of the following exceptions applies: 1) Records may be shared with school officials with "legitimate educational interests" defined as needing access to an educational record in order to fulfill his or her professional responsibilities. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position; 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 Directors; members of an external accreditation committee; an employee at a high school where a Northwest Iowa Community College student is also currently enrolled; an employee of a state/federal approving agency (including, but not limited to Department of Homeland Security and Student and Exchange Visitor Information System [SEVIS]); 2) Other schools to which a student is transferring; 3) Appropriate parties in connection with financial aid to a student; 4) Organizations conducting certain studies for or on behalf of the school; 5) To comply with a judicial order or lawfully issued subpoena; and 6) Appropriate officials and/or student's emergency contact in cases of health and safety emergencies.

TRANSCRIPT RELEASE

Upon written request to the Registrar's Office, students who have completed coursework at NCC may request an official or unofficial transcript. Students/former students need to complete a Transcript Release Form available in the Registrar's Office or at www.nwicc.edu (go to "Student Resources" and click on "Registrar") or send a written request for each transcript and include a \$5 fee per requested transcript. Official transcripts will be on official NCC transcript paper and bear the signature of the Registrar, the seal of the College, and the date of the signature. An unofficial transcript may be on official transcript paper but will not have the above mentioned requirements on the document. Official transcripts will not be released for students/former students with outstanding financial obligations to the College. Transcripts from high schools, other colleges, or universities that have been sent to NCC for the student's file will not be copied and released. Copies need to be obtained directly from the institution of origin.

DISCLOSURE TO PARENTS

1. Family Educational Rights and Privacy Act permits postsecondary institutions to disclose any and all information from a student's education records, without consent, to that student's parents if the student is a dependent for tax purposes under IRS rules.
2. As explained above, Family Educational Rights and Privacy Act allows institutions to disclose information to appropriate officials in a health or safety emergency, including parents if the emergency involves their child. Parents are often in the best position to help their children during these crises.
3. Family Educational Rights and Privacy Act permits a postsecondary institution to tell parents of students under the age of 21 when the student has violated any law or policy concerning the use or possession of alcohol or a controlled substance.

FINANCIAL AID

STUDENT FINANCIAL AID

Northwest Iowa Community College follows a nationally accepted philosophy in

administering financial aid programs. This means you and your parents have a responsibility to meet as much of the costs of attending college as is reasonably possible. You may meet all or some of the costs through your parents' contribution and through your own resources, including savings and earnings from summer and school year employment. Financial aid is awarded to supplement these financial resources.

The Financial Aid Office staff administers aid programs and counsels students in planning individual methods of meeting college costs. Contact the Financial Aid Office for answers to any questions regarding financial aid.

WHO IS ELIGIBLE

In order to receive financial aid, you must: 1) Be a U.S. citizen or an eligible non-citizen 2) Be making satisfactory academic progress toward a degree 3) Have a high school diploma, a high school equivalency diploma (GED), or have successfully completed an ability-to-benefit test 4) Demonstrate financial need, which is the difference between the cost of attending college and the amount you and your family can provide. Scholarships, grants, loans, and part-time employment are available in various combinations to meet financial need. 5) Complete and submit the Free Application for Federal Student Aid (FAFSA) by April 1. If applying for aid after the April 1 deadline, you will be considered for assistance according to the availability of funds. Because financial aid is awarded for one academic year at a time, it is necessary to submit a new financial aid application (FAFSA) for each year of enrollment.

APPLICATION PROCEDURES AND AWARD NOTIFICATION

To ensure full consideration for all forms of aid, you should complete each of the following steps:

1. Complete and file a Free Application for Federal Student Aid (FAFSA) by April 1 for priority aid consideration. You may either apply online using FAFSA on the Web at www.fafsa.ed.gov or if you prefer to complete a paper FAFSA, call 800-4-FED-AID to request a paper application. Be sure to list Northwest Iowa Community College in the school section of the FAFSA. NCC's School Code is 004600.
2. Complete the application procedure for admission to NCC. You will not receive notification of financial aid awards until you are officially accepted by the Admissions Office.
3. Forward all requested forms and documentation to the Financial Aid Office. If you are selected for verification, you will need to complete a verification worksheet and submit signed and dated copies of student and parent federal tax forms. All requested documents must be received by the student's last day of enrollment or the end of the term, whichever is earlier. Students who do not submit all requested verification documents cannot receive Title IV funds, but may receive institutional funds. Northwest Iowa Community College will not make an interim disbursement of Title IV aid. Verification may require a correction to the FAFSA and this may result in a change of the student's eligibility for funding.
4. Report acceptance of all outside scholarships or loans to the Financial Aid Office. Aid received from other sources may result in a revision to your financial aid award.
5. If you are awarded financial aid, you will receive an award letter based on full-time enrollment that shows the type of financial aid you have been offered and the amount of each award.

The awarding of aid depends upon the availability of funds, accuracy and timeliness of the application, and eligibility for specific aid programs. If you have been awarded aid in addition to that awarded by the Financial Aid Office, you must notify the office in writing, so that your awards can be reviewed for possible adjustment.

DISBURSEMENT OF AID

Grant and loan money is disbursed on a semester basis and applied directly to registration costs. If aid is less than the amount due, you must pay the amount not covered by financial aid. The remaining amount is due the day before the regular semester begins. If aid for a semester exceeds total costs, you will be reimbursed for the remaining amount. Students must be attending and making academic progress in order to receive financial aid funds.

NOTE: Due to governmental regulations, if you are a first-year, first-time student loan borrower, you must wait 30 days from the first day of class to receive your first loan disbursement.

If your enrollment status changes or you withdraw from the College, the Financial Aid Office may be required to reduce the amount of financial aid, or reclaim part or all of the refund. If you receive federal financial assistance and fail to complete your education, you may have your financial aid adjusted based on the date of your official or unofficial withdrawal. This adjustment of aid may cause you to owe money to the U.S. Government and/or NCC. If NCC is required to return Title IV funds, the amount returned will be billed to the student. Failure on the part of the student to repay the U.S. Department of Education or NCC will result in the account being turned over to collections. Anyone in a repayment situation will remain ineligible for federal aid until the repayment is resolved.

Financial aid CANNOT be used to pay for the tuition and fees for EMT and CNA classes. The tuition and fees for these classes will not appear on your tuition statement and will be billed separately by our Continuing Education Department. It will be your responsibility to pay the Continuing Education Department for these classes.

Financial Aid CANNOT be used for AUDIT courses.

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS

Federal regulations require Northwest Iowa Community College to establish satisfactory academic progress standards for student financial aid recipients. These standards ensure that only those recipients demonstrating satisfactory progress toward the completion of their educational programs continue to receive financial aid. Your entire NCC record will be reviewed for satisfactory academic progress, including terms for which you did not receive financial aid.

Any grade forgiveness granted from the Academic Restart Program does not apply to the financial aid Satisfactory Academic Progress standards. When calculating a student's satisfactory academic progress for financial aid, all grades earned from all previous enrollment periods will be considered.

Whether a student is considered to be making satisfactory academic progress depends on successful completion of courses (credit hours earned), cumulative grade point average (GPA), and maximum time limits to complete his or her course of study. Students must meet all of these requirements to maintain satisfactory academic progress.

Grade Point Average Requirements - To be eligible for financial aid at NCC, students must maintain a cumulative grade point average (GPA) of 2.0. If a student repeats a course, the last grade issued will be used in the calculation of the GPA. Grades received in developmental courses are not used in the calculation of the GPA. Courses for which the student has been granted grade forgiveness from the Academic Restart Program (academic amnesty) are included in the calculation of the cumulative GPA.

Completion Rate Requirement - Each semester, a student's academic progress will be measured by comparing the number of attempted credit hours with the credit hours earned. On a cumulative basis, a student must earn 67% of all credits ever attempted to maintain satisfactory academic progress.

The following are considered when evaluating a student's satisfactory academic progress:

- Withdrawals, incompletes, and failures are considered attempted but not earned credits.
- Passing credits received for pass/fail courses are considered attempted and earned credits; failing grades in pass/fail courses are considered attempted but not earned.
- Credits for repeated courses will be counted as attempted credits each time the course is repeated. Credits for repeated courses will be counted as earned only once and only when a passing grade is received. For a repeated course, only the last grade issued will be used in the calculation of the cumulative GPA.
- Courses for which the student has been granted grade forgiveness from the Academic Restart Program (academic amnesty) are included in the calculation of both attempted and earned hours.
- Audited courses are not considered credits attempted or earned.
- Developmental courses are included in the calculation of both attempted and earned credits.
- Transfer credits, including those received during consortium study, do not count in the calculation of the GPA, but they are included in the calculation of both attempted and earned credits.
- For an enrolled student who changes programs or majors at NCC, both the credits and grades from the previous program or major will be included in the calculation of attempted credits, earned credits, and cumulative GPA.

Maximum Time Frame Requirement - You will not be eligible to receive financial aid once you have attempted more than 150 percent of the normal credits required for your degree or diploma program, or once it becomes clear that you cannot mathematically finish the program within the 150% maximum time frame. For programs requiring 60 credit hours for graduation, 90 credit hours would be the 150% program maximum. All attempted hours are counted, including transfer hours, whether or not financial aid was received or the course work was successfully completed.

Evaluation of Academic Progress - A student's satisfactory academic progress is evaluated after each term of the academic year. At that time, a student will either be in good standing, be placed on financial aid probation, or be placed on financial aid suspension for future enrollment periods. The student must meet all three progress requirements (completion rate, cumulative GPA, and be within the maximum time frame) to remain in good standing. Students will be notified by the Financial Aid Office if they are placed on probation or suspension status for financial aid.

Probation Status - *A student is eligible to receive financial aid while on probation status.*

The first term a student fails to maintain the academic and/or completion requirements listed above they will be placed on financial aid probation at NCC. The student will remain on probation until the end of the next term. At the end of the next term, the student's progress will be reviewed.

The probationary semester is meant to inform the student of potential academic problems and provide time for corrective action. If a student does not meet the satisfactory academic progress standards after the probationary period, suspension status would be imposed or continued probation approved. Suspension status will prevent the student from receiving financial aid, including but not limited to, any Title IV, state, or institutional financial assistance. Suspension status will remain in effect for future enrollment periods until such time as the student meets all satisfactory academic progress standards.

Suspension Status - *A student who is placed on suspension will not be eligible to receive aid and must pay tuition and fees in future terms.* A student will be suspended

from financial aid at NCC if: **1.** At the end of a period of *probation*, the student has not met the satisfactory academic progress requirements; or **2.** At the end of a period of *suspension*, the student has not met the satisfactory academic progress requirements; or **3.** At the end of a period of *probation* or *suspension*, the student has incomplete grades.

Appeal and Reinstatement - Students may appeal their suspension status by submitting a Financial Aid Suspension Appeal Form to the Financial Aid Director. Appeal Forms may be picked up at the Financial Aid Office. A student may appeal due to an emergency condition (e.g., health, family, catastrophe, etc.). Documentation verifying the situation may be requested and is encouraged.

The Financial Aid Academic Review Committee will consider the appeal and render a decision, which the Director of Financial Aid will convey in writing to the student. Notification will occur no later than fifteen days after: **1.** the appeal form is received from the student; or **2.** after all semester grades are in, whichever is later. The decision of the Financial Aid Academic Review Committee may be appealed by following the institutional grievance procedure.

Students whose appeal has been approved will be placed on academic probation, and eligibility for financial aid will be reinstated on a probationary level. Students must regain compliance with the Satisfactory Academic Progress standards at the end of the probationary period. If this is not accomplished during the probationary semester, the student will be placed on financial aid suspension and will no longer be eligible to receive financial aid. To regain eligibility for financial aid, the students will be required to bring their course work up to the minimum standards at their own expense. It is the responsibility of the students to notify the Financial Aid Office that their course work meets the minimum standards and to request that their financial aid be reviewed for reinstatement.

RETURN OF TITLE IV AID—FINANCIAL AID REFUND POLICY

The law (Section 485 of the Higher Education Amendments of 1998-P.L. 105–244) specifies how NCC must determine the amount of student financial aid assistance that is earned if you cease to attend.

If you receive federal financial assistance and fail to complete your education, your financial aid may be adjusted based on the date of the official or unofficial withdrawal. The amount of financial assistance you have earned is determined on a pro-rated basis using the number of calendar days completed divided by the number of calendar days in the payment period.

Once you have completed more than 60 percent of the payment period, you earn all your financial assistance.

The adjustment of aid may cause you to owe money to the U.S. Government and/or NCC. If NCC is required to return Title IV funds, the amount returned will be billed to the student. If the repayment of funds is not made to NCC within the designated deadline, the student will be turned over to the U.S. Department of Education for collection or a collection agency, depending upon the funding source. Anyone in a repayment situation will remain ineligible for federal aid until the repayment is resolved. Students will remain ineligible for federal aid until the College receives notice from the Department of Education or collection agency that the student has reestablished his/her eligibility.

If you need to withdraw from your classes it is important that you contact your Advisor to complete a “*Withdrawal Form*.” The day the completed “*Withdrawal Form*” is returned to the Registrar’s Office will be the “*Official Withdrawal Date*” that is recorded.

If you drop below half-time, withdraw, or graduate, you are required to complete an Online Exit Counseling Session. You may complete this Online Exit Counseling Session

by going to www.nwicc.edu. If your enrollment status drops below half time, your future loan disbursements may be cancelled, you will no longer qualify for an in-school deferment of your loan payments, and you will either begin your grace period or your loans may enter into repayment.

TYPES OF FINANCIAL ASSISTANCE

FEDERAL PELL GRANT

The Federal Pell Grant Program provides federal aid to eligible students. The anticipated maximum grant for the 2009-2010 award year is \$5,350; the anticipated minimum grant is \$976. To apply for a Federal Pell Grant, complete and file a Free Application for Federal Student Aid (FAFSA).

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

The Federal Supplemental Educational Opportunity Grant program provides up to \$200 per academic year to students who receive the Federal Pell Grant and have exceptional financial need. To apply for a Federal Supplemental Educational Opportunity Grant, complete and file a Free Application for Federal Student Aid (FAFSA) by April 1.

IOWA VOCATIONAL TECHNICAL TUITION GRANT

The Iowa Vocational Technical Tuition Grant program provides up to \$1,200 per academic year to full-time Iowa residents enrolled in a vocational/technical or career option program. To apply for an Iowa Vocational Technical Tuition Grant, complete and submit a Free Application for Federal Student Aid (FAFSA) prior to July 1.

IOWA GRANT

The Iowa Grant program provides up to \$1,000 per academic year to full-time Iowa residents with exceptional financial need. To apply for an Iowa Grant, complete and submit a Free Application for Federal Student Aid (FAFSA).

ACADEMIC COMPETITIVENESS GRANT (ACG)

An Academic Competitiveness Grant will provide up to \$750 for the first year of undergraduate study and up to \$1,300 for the second year of undergraduate study to students in a degree program who are U.S. citizens, eligible for a Federal Pell Grant, and who had successfully completed a rigorous high school program, as determined by the state or local education agency and recognized by the Secretary of Education. First or second year status is determined by the college. Second-year students also must have a cumulative grade point average (GPA) of at least 3.0 on a 4.0 scale at the end of the first academic year. The program is available for first-year students who graduated from high school after January 1, 2006, and for second-year students who graduated from high school after January 1, 2005. The ACG award is in addition to the student's Pell Grant award. To apply for an Academic Competitiveness Grant, complete and file a Free Application for Federal Student Aid (FAFSA) and complete the ACG questions on the FAFSA, if applicable.

ALL IOWA OPPORTUNITY SCHOLARSHIP

Priority is given to students who participated in the Federal TRIO Programs, graduated from alternative high schools, and to homeless youth. To apply, students must file a Free Application for Federal Student Aid (FAFSA). Students must also complete an application by May 1, 2009, which is available on the Iowa College Student Aid Commission's website at www.IowaCollegeAid.gov or by calling 877-272-4456. The maximum individual award for 2008-2009 was \$6,420 which was the average tuition rate for full-time students at Iowa Regent Universities.

ALL IOWA OPPORTUNITY FOSTER CARE GRANT AND EDUCATION AND

TRAINING VOUCHER (ETV) PROGRAMS

These programs provide grants to students who have been in Iowa foster care and who plan to enroll in approved training programs in Iowa. The grant programs can cover up to the full cost of attendance. To be eligible, applicants must be an Iowa resident, have a high school diploma or general equivalency diploma (GED), be 18 to 23 years of age, and be in foster care, or were in foster care, or were adopted from foster care after age 16, or are living in or have graduated from a state training school. To apply, applicants must complete a FAFSA and obtain an application which is available on the Iowa College Student Aid Commission's website at www.IowaCollegeAid.gov or by calling 877-272-4456.

COLLEGE WORK STUDY

The College Work Study program provides employment opportunities for students who demonstrate financial need. College Work Study provides part-time employment for students at a rate of \$7.25 per hour. Community service work experience may be available. To apply for College Work Study eligibility, complete and submit a Free Application for Federal Student Aid (FAFSA). Eligibility does not guarantee a work study position.

FEDERAL STAFFORD LOAN PROGRAM

The Federal Stafford Loan Program (subsidized and unsubsidized) provides federally insured loans to students enrolled in accredited post-secondary institutions. The maximum yearly loan limits are \$3,500 for first-year students and \$4,500 for second-year students. The actual amount a student receives may be dependent on financial need and the length of the program of study. To apply for a Federal Stafford Loan, complete and submit a Free Application for Federal Student Aid (FAFSA) AND a separate loan application that can be obtained from a bank or from the Financial Aid Office.

Federal regulations require all first-time borrowers to complete a loan counseling session prior to receiving the first disbursement of their loan funds. Students may complete this loan entrance counseling online by going to NCC's website www.nwicc.edu.

Students will also be required to complete a mandatory exit interview session shortly before their departure from the institution.

FEDERAL PLUS (PARENT) LOAN FOR UNDERGRADUATE STUDENTS

The Federal PLUS Loan Program is designed for the parents of dependent students in order to assist students with the costs of a college education. The loan amount is limited to the cost of attendance minus your other financial aid. To apply for a Federal PLUS Loan, complete and submit a Free Application for Federal Student Aid (FAFSA). Your parent(s) must also complete and submit a separate Federal PLUS loan application that can be obtained from a bank or from the Financial Aid Office.

IOWA NATIONAL GUARD EDUCATIONAL ASSISTANCE GRANT

This grant provides awards to Iowa National Guard members. The amount of benefit awarded is based on the student's cost of tuition (not fees). Eligibility is determined by the Iowa Adjutant General and a new application must be completed each year prior to August 31 for the fall term, and prior to December 15 for the spring term. Applications are available online at www.IowaNationalGuard.com/Education/TuitionAssistance.htm. Eligibility requirements include being an Iowa resident, a member of an Iowa Army or Air National Guard unit for each term the member receives benefits, satisfactorily complete required Guard training and maintain satisfactory performance of Guard duty, and pursue an undergraduate degree and maintain satisfactory academic progress.

VETERANS EDUCATIONAL BENEFITS

The Montgomery GI Bill – Active Duty (Chapter 30), the Montgomery GI Bill-Selected Reserve (Chapter 1606), the Reserve Educational Assistance Program – REAP (Chapter 1607), Veterans Affairs Vocational Rehabilitation Program (Chapter 31), Veterans Education Assistance Program—VEAP, and Survivors' and Dependents' Educational Assistance Program (Chapter 35) provide educational benefits for veterans attending NCC. Information concerning veterans' educational benefits and applications may be obtained from the NCC Financial Aid Office.

DIVISION OF VOCATIONAL REHABILITATION SERVICES

The Division of Vocational Rehabilitation Services (DVRS) provides financial assistance to eligible persons with disabilities to overcome impediments to employment. For more information contact a DVRS counselor in your area (Sheldon Office—1022 Third Avenue - 712-324-4864) or the Financial Aid Office.

IOWA WORKFORCE INVESTMENT ACT

The Iowa Workforce Investment Act provides assistance to people experiencing significant barriers to employment. Funding may be available for retraining eligible students. For more information contact the Workforce Investment Act counselor in your area (Sheldon Office—NCC-Building C, Room 308, 603 West Park Street – 712-324-5121) or the Financial Aid Office at the College.

HOPE SCHOLARSHIP

The Taxpayer Relief Act of 1997 created several new benefits for families paying college costs or repaying student loans. Beginning in 1998 taxpayers may be eligible to claim a HOPE Scholarship Tax Credit (up to \$1,800 for the 2008 tax year) against their federal income taxes. Contact a tax accountant for additional information.

SCHOLARSHIP OPPORTUNITIES

The Northwest Iowa Community College Foundation offers many scholarship opportunities for students attending Northwest Iowa Community College. Complete information regarding individual scholarships is found in the current Northwest Iowa Community College Foundation Scholarship Opportunity Guide that is available through the Foundation Office, Admissions Office, through area guidance counselors or by going to www.nwicc.edu and clicking on “Admissions” and then “Scholarships.”

ACADEMICS

ACADEMIC PROGRESS

NCC requires that you maintain satisfactory academic progress. The following academic progress standards will be enforced.

Academic Probation – If you are enrolled, you must maintain a minimum cumulative grade point average (GPA) of 2.0. If this guideline is not met, you will automatically be

placed on academic probation and will be notified in writing of the probationary status. You will be required to visit with an advisor to discuss corrective actions that may help to promote satisfactory academic progress. Academic probation will be removed when the minimum cumulative grade point average is achieved.

Academic Suspension – Academic suspension is a forced withdrawal from the College due to failure to maintain the minimum cumulative grade point average required. If you have been on academic probation for one semester and have not achieved the minimum term grade point average, you will move to academic suspension for at least one semester.

Appeal-You can appeal academic probation or suspension by following the College Grievance Procedure.

INTERVENTION

NCC has an ongoing intervention plan that is intended to assist you in achieving your educational goals. The intervention plan is a joint effort initiated by Student Services which involves faculty, staff of the Learning Center, and you the student.

ACADEMIC AWARDS

The Associate in Arts degree is designed to provide the first two years of a typical college or university bachelor's degree program in liberal arts or general education.

The Associate in Science degree, with a designated specialty, is awarded to a student who successfully completes a career option program.

The Associate in Applied Science degree is awarded to a student who completes a two-year technology curricula.

A Diploma is issued to a student who completes a full-time vocational curricula of at least one academic year.

A Competency Certificate may be issued for a student who demonstrates competencies in a vocational program.

An Adult High School Diploma is issued to a student who completes the specified requirements.

GRADING SYSTEM

Grades represent the official record of your level of achievement in a course.

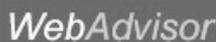
The following grading scale is utilized at NCC.

A	Excellent	4.0
B	Above average	3.0
C	Average	2.0
D	Below average	1.0
F	Failure	0.0
I	Incomplete	
W	Withdrew	
X	Repeat	
N	Audit	
P	Passing	
R	Required-no credit	
T	Credit granted by testing	
E	Excused without credit	
L	Credit granted by virtue of prior education or occupational experience	

M Approved high school articulation

WEBADVISOR

WebAdvisor is a powerful tool that provides NCC students real-time, up-to-date information online. It can be used to check final grades, and view schedules and transcripts from any Internet connection. You can obtain instructions on how to access WebAdvisor through your advisor.

The logo for WebAdvisor, featuring the word "WebAdvisor" in a white, sans-serif font inside a dark grey rectangular box.

PASS/FAIL

Specific courses have been approved by the College to be taken pass/fail. Such courses will be shown on the transcript with a designation of the appropriate number of credits and either a P or F. Courses taken as pass/fail may be applied toward graduation requirements if the course meets program requirement. Pass/fail courses will not be included in the GPA calculations. To receive a passing grade a student must receive a C or higher. For information on which courses, or under which situations a course can be taken pass/fail, contact the Vice President of Instruction and Learning Services. If a student plans to transfer the credit from a course taken pass/fail it is their responsibility to check with the receiving institution to determine their acceptance/transfer policy.

GRADE CHANGE

A change in the status of your final grade can be accomplished only through the approval of the instructor, the Academic Dean, Vice President of Instruction and Learning Services and the Registrar through the use of the "Grade Change Form for All Grades Other Than Incompletes."

INCOMPLETES

An incomplete grade may be assigned if you have not completed some portion of the assigned work during the regular term due to extenuating circumstances. Through special arrangements with the instructor, you may complete remaining work during a specific amount of time in the following terms but not to exceed eight (8) weeks. An incomplete grade that is not completed during the specified time will be changed to an "F" failing grade. An "Incomplete Contract" must be signed by you and your instructor and returned to the Student Services Office to verify the agreement. The "Incomplete Contract" may be obtained at the Student Services Office or by logging onto www.nwicc.edu. Go to "Student Resources" and click on "Registrar."

COURSE SYLLABI

Students should refer to course syllabi for course expectations, grading criteria, attendance, and other class policies.

ATTENDANCE

You are expected to attend class, labs, and other course experiences as scheduled. Instructors will advise you on the policies for attendance and tardiness at the beginning of each term. If you have excessive absences, you may be withdrawn from class at the discretion of the instructor, Academic Dean and Vice President of Instruction and Learning Services. If you violate the attendance policy after the last day of attendance, you will receive the grade earned. Attendance requirements may affect VA or other financial aid benefits. If you know you must be absent, it is your responsibility to notify your instructor as soon as possible. Last day of attendance will be determined by the last time the student attended class or log into an online class.

REPEATING COURSES

You may repeat a course. Provisions of this policy are as follows:

1. You may repeat a course as many times as you wish unless specific courses/programs

state otherwise.

2. Starting Fall 2005, the original grade will appear on your transcript with an “X” (repeat) next to it. The “X” carries no credit nor does it affect your grade point average.
3. The last grade issued will be computed in your record. You may not repeat a course, then choose the better of the two grades.
4. You are required to pay normal tuition and fees for repeated courses.

If you have questions regarding how this policy applies to your situation, you should discuss it with the Registrar.

STUDENT CLASSIFICATION

FULL-TIME STUDENT

You are considered full-time if you are enrolled for the following number of credit hours per semester:

Fall Semester	12 or more
Spring Semester	12 or more
Summer Term	6 or more

PART-TIME STUDENT

You are considered part-time if you are enrolled for the following number of credits per semester:

Fall Semester	11 or fewer
Spring Semester	11 or fewer
Summer Term	5 or fewer

FIRST-YEAR STUDENT

You are classified as a first-year student if you have earned 0-29 semester hours of academic credit.

SECOND-YEAR STUDENT

You are classified as a second-year student if you have earned 30 or more semester hours of academic credit.

TRANSFER INFORMATION

NCC will accept the credits awarded for successful work at a properly accredited college or university. If you are in Arts and Sciences, all acceptable college credit will be evaluated by the Registrar and transfer credit awarded. This transfer credit information will be available during the initial enrollment term. The credit evaluation will be placed on your college transcript.

NCC will accept a maximum of 16 semester hours of Vocational/Technical credit only as elective credit towards the Associate of Arts and Associate of Science degrees.

If you are enrolled in Trade & Technology programs, transfer credit may be evaluated by the Registrar, Academic Dean, and program instructor to determine if similar coursework will apply to NCC’s program. This transfer information will be placed on your transcript.

NCC will accept grades corresponding to “C” or better for transfer if the grades are from a properly accredited institution. Decisions about the applicability of transfer courses toward the College’s requirements will be made by the Registrar’s Office. Any questions regarding this should be directed to the Registrar.

NCC cannot guarantee how other institutions may treat credit hours accepted for transfer to NCC.

INTERNAL/EXTERNAL ARTICULATION

NCC accepts as elective credit toward the Associate of Arts or Associate of Science Degree a maximum of 16 semester hours of credit earned in courses not designated as college transfer

1. The required core for the degree sought must be completed.
2. All other requirements for the degree sought must be met.
3. The provisions of this policy shall apply to credits earned in residence at NCC or at another approved college provided the internal articulation policy of the sending school is on file in the Registrar's Office at NCC.

COLLEGE LEVEL EXAMINATION (CLEP)

In accordance with the recommendations of the American Council on Education, Northwest Iowa Community College accepts the results of the College Level Examination Program and grants credit within the limitations of the following guidelines:

1. CLEP credits shall be recorded on academic transcripts in a manner that makes them clearly recognizable as credits earned by examination as opposed to resident coursework. (If possible, the type of exam will be noted on the transcript.)
2. CLEP credits should not be granted if they duplicate credits for courses already taken.
3. CLEP Subject Exams have no maximum credit limitation but credit hours granted shall be the same amount granted for the completion of a similar course at NCC.
4. A maximum of 30 semester hours shall be allowed for CLEP General Exams (6 semester hours per exam maximum).
5. NCC does not offer the CLEP exam. For the CLEP General Exam, specific subject matter information, and minimum score requirements, contact the Registrar's Office.
6. NCC shall accept for transfer CLEP credit granted in accordance with the preceding five steps providing the transcript also shows no less than 12 semester hours of regular resident credit earned.

HIGH SCHOOL ARTICULATION

Northwest Iowa Community College has developed articulation agreements with several high schools. Through these agreements, high school students who have received Vocational/Technical instruction may earn credit which could be applied toward the Vocational/Technical program in which they are enrolled at NCC. It is the enrolling students' responsibility to inform the Registrar if they have high school coursework to articulate.

Additional information regarding the High School Articulation Agreement may be obtained by contacting the Colleges Tech Prep Coordinator.

SELF-DIRECTED STUDY

Self-directed study provides an opportunity for you to earn independent research or study in areas not covered in the regular curriculum, or to explore in much greater depth a topic covered in a course.

Each self-directed project must be arranged in advance through a supervising faculty member, the Academic Dean, and the Vice President of Education and Learning Services. The Vice President of Education and Learning Services will be responsible for assigning credit hours for the study.

Regular tuition charges will apply. Self-directed study may not be used to earn credit for a course(s) listed in the college catalog. A maximum of three hours of credit in any one semester, and twelve hours in total, may be earned through self-directed study.

CREDIT BY EXAMINATION

Credit for some courses may be granted upon successful completion of a comprehensive examination/assessment of course content. Tests used to determine whether credit may be given must be approved by appropriate college faculty, Academic Dean, and Vice President of Instruction and Learning Services.

CREDIT FOR EXTERNAL LEARNING

NCC may grant credit for formally structured courses offered by non-collegiate sponsors such as businesses, corporations, governmental agencies, unions, and professional groups. Credit recommendations established by the American Council on Education (ACE) and the State University of New York (PONSU) are used as guidelines to award credit.

CREDIT FOR EXPERIENTIAL LEARNING

NCC credit may be granted for experiential learning gained through work experience or personal study which can be validated through an assessment procedure developed by the College. For further information, contact the Academic Dean.

CREDIT FOR MILITARY EXPERIENCE

Northwest Iowa Community College is a Servicemembers Opportunity College (SOC) that strengthens and coordinates voluntary college-level educational opportunities for Servicemembers.

NCC may grant credit for military experience in the following instances:

1. Credit in physical education for active duty.
2. DANTES or USAFI courses with acceptable scores or grades.
3. Service school courses.
4. Military specialties (MOS, NER, etc.)

Recommendations of the American Council on Education are one of the methods used in determining possible credit for military experience.

TUITION CREDIT FOR STUDENTS CALLED TO ACTIVE MILITARY DUTY

Northwest Iowa Community College is supportive of students involuntarily summoned to active military duty. Upon verification of orders requiring active duty, you may select from several tuition credit options. Additional information regarding tuition credit may be obtained by contacting the Registrar's office.

AUDIT

Audit enrollment in courses provides you the opportunity to attend a course as a noncredit participant, usually as a listener-observer. This kind of enrollment may have value for you if you want an introduction to a subject outside your major field, a review or refresher in a subject, or other purposes where credit and grade either are not needed or would pose an unnecessary academic threat.

With the permission of the instructor and the Academic Dean, you may enroll in any course on an audit basis. You and your instructor must agree about what portion(s) of the course you plan to audit and the requirements the instructor has about your class attendance and participation in class work. If you fulfill the agreement for the audit, you will receive the grade of "N" (audit) for the course, and it will be entered on your academic transcript. If you do not fulfill the audit agreement, the Registrar, upon request of the instructor, will withdraw you from the course and issue a "W" withdrawal grade. Audit enrollments carry neither credit nor grade point value. No inference is made, nor should conclusions be drawn, about the quality or quantity of a student's mastery of the course subject matter.

Standard tuition and fees apply to all audit enrollments regardless of the length or scope of the audit. Financial Aid CANNOT be used for audit courses.

HONOR'S LIST

If you achieve a minimum grade point average of 3.5, are registered as a full time student, and are not receiving an incomplete on any attempted credits for a semester's work, you will be recognized for your achievement by inclusion on the Honor's List. The Honor List is publicized in local newspapers.

HONOR GRADUATES

If you graduate with a cumulative grade point average of 3.50 you will be recognized at graduation as being an Honor Graduate. You will also be awarded an Honor Cord at the graduation ceremony.

ACADEMIC RESTART PROGRAM/GRADE FORGIVENESS

Northwest Iowa Community College provides past students who have not been enrolled at NCC for the past five years an opportunity to remove one or more of their NCC academic terms from future degree and grade point considerations. Changes in grade point consideration does not apply to Financial Aid. If you have additional questions see the Financial Aid office.

Eligibility: To apply for the NCC Restart Program the student must meet the following eligibility requirements:

1. The student must not have been enrolled in college credit instruction at NCC in the past five years.
2. The student must be enrolled in credit courses at NCC pursuing a degree or diploma.
3. The student must successfully complete one term with a 2.0 grade point or better of higher coursework before the student will be granted cumulative grade point forgiveness.

ELIGIBILITY FOR GRADUATION

Northwest Iowa Community College awards you a degree or diploma once you have completed a specified educational program. In addition to the knowledge attained from specific program courses, you will complete general education requirements. General education courses will assist you to better understand human relations, social, and environmental issues, and to become more competent in communications and mathematics. Additionally, you will acquire knowledge relative to our society/culture and develop the awareness that your full potential is achieved through a lifetime of learning.

GRADUATE PREP

You are requested to attend a graduate prep session during the last semester or term of your attendance. This interview will cover graduation, placement, and financial aid procedures which apply to your responsibilities for graduation.

APPLICATION FOR GRADUATION

If you are eligible for graduation, you must complete an "Application for Graduation" form by the fifteenth day of classes during your last term. The information that is gathered will be used for your graduation program and diploma/degree certificates.

GRADUATION FEES

You must apply for graduation during registration for your last semester or term of study. A graduation fee is payable at that time. A fee will be applied for each additional degree, diploma, or certificate for which you apply.

EARLY OUTS

If you are registered for the last semester or term of a career education program, you may receive an “early out” for the purpose of employment. Procedure for “early out” requests may be obtained from the Registrar’s Office.

COMMENCEMENT EXERCISES/GRADUATION

NCC conducts two graduation ceremonies each year. The Spring Graduation is held at the end of the Spring Semester (May), and the Summer Graduation is held at the end of the Summer Term (July).

Participation in the ceremony is voluntary and does not guarantee that you will officially graduate. You will have your award mailed after semester grades are recorded, evaluated, and all financial responsibilities to the College are met.

CAMPUS LIFE

STUDENT CONDUCT

NCC expects that you will obey federal, state, and local laws; will show respect for properly constituted authority; and will exhibit and maintain integrity and honor in all matters related to NCC. The Board shall authorize procedures as appropriate to student behavior and discipline for a post-secondary institution.

For additional information contact the Vice President of Instruction & Learning or designee.

TOBACCO POLICY

As a result of the Iowa Smokefree Air Act, smoking is prohibited anywhere on campus.

FIREARMS ON CAMPUS

No firearms, ammunition, or any other controlled weapon or incendiary device, substance, or materials will be allowed on college property, except as authorized by the Director of Operations and Finance for use in instruction in an instructional program.

INTERVIEWS WITH STUDENTS

Law enforcement officials shall not be refused the right to interview a student at Northwest Iowa Community College provided that the student is informed of his/her legal rights and a Vice President and/or Academic Dean is present during the interview. For off campus sites or functions the NCC employee responsible may be designated to serve that roll and they will inform the appropriate Dean/Vice President immediately. If the student involved is a minor, the parents or guardian will be informed prior to the interview, if at all practical.

CLASS CANCELLATION/DELAY START PROCEDURES

Inclement weather, mechanical systems failure, utility problems, or unforeseen circumstances may require classes to be cancelled or delayed. In the event that conditions affect Northwest Iowa Community College’s operations or schedule, students, faculty, and staff will be notified. Cancellations, early closure or a delay in starting will be made through announcements using the SNOWCAP Alert Service. SNOWCAP notifies all radio and television stations within a 75-mile radius of NCC.

SNOWCAP also offers e-mail alerts and text messaging alerts free of charge. To use these services, you must go to their website and sign up. You can find more information and a link to sign up on the NCC website: <http://www.nwicc.edu> or by going to the SNOWCAP website: <http://www.snowcaponline.com/main.php>

Alerts issued by NCC via SNOWCAP will be brief and to the point. Late start announcements will be posted by 6:00 AM. Late starts will be announced as a 10:00 AM start. Early closures will state the time of the closure.

In the event of any circumstance requiring class cancellations or delayed starts, information and updates will be posted on the NCC website and phone message and via the SNOWCAP alert system.

Northwest Iowa Community College Website

<http://www.nwicc.edu>

Northwest Iowa Community College Phone Message 712-324-5061 or 800-352-4907

EMERGENCY PROCEDURES

Follow the instructions of staff personnel in the event of an emergency, (i.e. fire, tornado, bomb threats, etc). Shelter areas and emergency exits are posted throughout the campus.

VEHICLE REGULATIONS

Registration of student vehicles is not required, but the following regulations will apply to vehicles on campus:

- a. Speed Limits: parking lots-5 mph; College Drive-25 mph; campus streets-20 mph
- b. Careless, double, irregular parking, and parking on grass is prohibited.
- c. Parking in restricted areas is prohibited. Vehicles parked in restricted areas will be towed and impounded. Towing and storage fees will be charged to the vehicle owner.
- d. Visitor parking areas are reserved for campus visitors only.
- e. Handicapped parking is reserved for students, staff, and campus guests displaying valid handicap stickers.
- f. Students are required to use the parking lots assigned to the instructional division in which they are enrolled.

Parking Lot 1 Business/Arts & Sciences

Parking Lot 2 Trade & Technology/Building C

Parking Lot 3 Trade & Technology/Building D

Parking Lot 4 Health/Business/Arts & Science

Parking Lot 5 Campus Housing

- g. Failure to comply with the regulations will result in a parking violation subject to a \$10.00 fine per violation or towed at owner's expense. If the fine is not paid within five college days, the fine will double. Multiple violations could result in suspension from classes.
- h. Vehicles left in the parking lot, for an extended period of time, due to car trouble, flat tire(s) or other reasons should get permission or notify Physical Plant Staff as soon as possible. If no contact is made with NCC personnel after 1 week it will be considered an abandoned vehicle, subject to a \$10 fine or towed at owner's expense.

STUDENT ACTIVITIES

Many activities are available to you at Northwest Iowa Community College.

- Community activities at discounted costs including recreation facilities, golf, civic music concerts, and movie theaters.
- Entertainment activities planned by the Student Government Association.
- A large screen TV, pool table, foosball table, and a game room are available on campus.
- SGA provides opportunities to be active in legislative issues and attend the (IACCT) Iowa Association of Community College Trustee's Student Legislative Forum in Des Moines each year.
- SGA works through the Sheldon Community Recreation Department to provide opportunities to participate in co-ed volleyball, men's basketball, women's volleyball, men's touch football and women's and men's softball.

STUDENT GOVERNMENT ASSOCIATION

SGA is the student governing and leadership organization of the College. A President, Vice President, and Secretary/ Treasurer are elected yearly. Student representatives attend SGA meetings twice a month, present student views, and report back to their program on current issues.

The purpose of the SGA is:

- a. To plan activities which are of interest to the student body.
- b. To develop and maintain rapport between the student body, faculty, and administrative staff of the College.
- c. To be responsible for student activities conducted under college sponsorship.
- d. To advise the administration on the needs of the students.

STUDENT ORGANIZATIONS

Student groups may organize upon receiving the approval of the appropriate or the delegated representative. Such groups shall operate in conformance with qualifications and regulations determined by the administration. Failure to comply with regulations may result in disbanding the organization by action of the Board of Trustees or the President.

Student groups seeking approval to organize should provide the following documentation:

1. Reason for organizing
2. By-laws/Constitution
3. College Staff Sponsor(s)
4. Request to Vice President of Institutional Advancement & Enrollment Services

STUDENT PRESENTATIONS/EVENTS

Approval for a student presentation/event shall be secured from the Vice President of Institutional Advancement & Enrollment Services and the date of the presentation/event will be placed on the College calendar before any public announcement is made. Hours, behavior, and activities related to student presentations/events shall be determined by the College administration. Only those persons who can be expected to recognize and respect the authority and responsibility of College personnel shall be permitted to attend.

The form for approval of student presentations/events must be completed and approved prior to the student presentation/event.

TOOLS, BOOKS, AND PERSONAL EFFECTS SECURITY

Even though the College buildings are secured nightly, NCC cannot assume responsibility for lost, stolen or damaged student tools, books and/or personal effects.

Tools, books, and personal effects are generally covered by homeowner's insurance. It is the student's responsibility to check their policy or their parents' policy to make certain that those items are properly insured.

STUDENT TELEPHONE CALLS

Telephone calls for students will be directed to the appropriate division secretary who will take a message and post it on the appropriate message board. It is the student's responsibility to check the message boards for telephone messages.

In the case of an emergency, the telephone call will be directed to a Counselor, an Advisor, or an appropriate staff member.

MEDICAL EMERGENCIES

First aid kits are located in each department and building on campus as well as in all College vehicles. If medical attention is needed, NCC's Medical Emergency Team can be

summoned through an instructor or the Campus Information Desk in Building A.

NCC assumes no responsibility for medical treatment of a student.

EYE SAFETY INFORMATION

Iowa Law 280.10 requires that students participating in vocational education shops or laboratories shall wear industrial quality eye protection devices at all times while participating in any phase or activity of such course which may subject the student or teacher to risk or hazard from materials or processes used in aid courses.

Industrial quality eye protection devices, as referred to in the law, mean devices meeting the standards of the American Standards Association Safety Code Z876.1-1968. Practice for Occupational and Educational Eye and Face Protection promulgated by the American National Standards Institute, Inc.

In order to comply with safety glass requirements, students may choose from the following:

1. Purchase non-prescriptive safety glasses with permanent side shields. Safety glasses are available from the Northwest Iowa Community College Bookstore.
2. Purchase goggles, which may be worn over regular prescription eye glasses from the Northwest Iowa Community College Bookstore.
3. Purchase prescription, industrial quality safety glasses with permanent side shields from the eye doctor.

STUDENT DISCIPLINE

I. Statement of General Policy and Definitions

It is expected that each student will obey federal, state, and local laws; will show respect for properly constituted authority, and will exhibit and maintain integrity and honor in all matters related to Northwest Iowa Community College.

A. Definitions: in this policy, unless the context otherwise requires:

- a. "Board" means the Northwest Iowa Community College Board of Trustees.
- b. "Class day" means a day on which classes are regularly scheduled.
- c. "College property" or "College facilities" mean property, real or personal, owned, leased, controlled, or managed by the College.
- d. "Complaint" is a written statement which identifies an alleged violation and which sets forth the facts which constitute the violation. A complaint shall be prepared by the Vice President of Education and Learning Services and shall include a summary of the expected testimony of each witness in support of the Allegation.
- e. "Vice President" means the Vice President of Education and Learning Services, his/her delegate, his/her representative, or his/her agent.
- f. "Faculty" means instructional employees.
- g. "Major violation" means one which can result in suspension or expulsion from the College or denial of degree.
- h. "Minor violation" means one which can result in any disciplinary action other than suspension or expulsion from the College or denial of degree.
- i. "Student" means any person enrolled in the College, whether on a part-time or full-time basis, and includes a person accepted for admission to the College.
- j. "President" means the President of the College.
- k. "Violation" means any conduct, act, or omission to act, which violates a provision of this policy, or a regulation policy or administrative rule of the College or of the Board.

II. Standards

Conduct which is contrary to any of the following may subject the student to disciplinary action and shall constitute a violation.

A. Use of Facilities

A student or student group or association shall comply with established administrative rules and board policies in planning for the use of facilities and in using the facilities.

B. Speech and Advocacy

Discussion and expression of all views are permitted on Northwest Iowa Community College property, provided that:

- a. Peace and order are maintained;
- b. College sponsored, supported, and supervised activities, including classroom instruction is not disrupted;
- c. Student activities, whether individual or group, are not disrupted;
- d. State, federal, and local laws are not violated.

Approved College organizations may invite speakers of their own choosing provided the policy of the College or Board or these rules and regulations are not violated.

C. Student Conduct

The following shall be subject to disciplinary procedures:

- a. Any acts of academic dishonesty or cheating: Each student assumes an obligation to conduct his/her academic affairs in a manner compatible with the standards of academic honesty established by the College and its faculty. If this obligation is not met by the student, disciplinary action will be taken as outlined in the syllabus or the student disciplinary policy. The following statements identify the types of activities that would constitute violations of the College's standards of academic honesty.
 1. Turning in written essays, assignments, and computer programs produced by someone else when you were designated to do your own work.
 2. Collaborating on a written assignment without the specific approval of the instructor.
 3. Borrowing materials from any source – professional or amateur – and turning it in as original.
 4. Failure to acknowledge through appropriate citations any words, ideas, research, graphics, etc., produced by someone other than the person claiming authorship.
 5. Copying from another person's tests or assignments.
 6. Using unauthorized test aids such as notes, drawings, books, etc., during an examination.
 7. Aiding another student in dishonesty such as producing written work or sharing information during a test period.
 8. Fabricating research or source materials.
 9. Stealing, buying or somehow obtaining a test from an instructor's work area or computer files.
- b. Knowingly furnishing false information to the College, forgery, alteration, or misuse of College documents or records;
- c. Disruption of the orderly process of activities of the College, including

unauthorized entry into, obstruction of, or occupation of any College property, and including obstruction of entry or exit to any College property;

- d. Threatening, harassing, physically abusing, or endangering in any manner the physical or mental health and safety of any person on College property;
- e. Theft, willful destruction, damage or misuse of any property belonging to or in the possession of the College or belonging to or in the possession of any person on College property;
- f. Possession or consumption of an alcoholic beverage on College property or while representing the College as a part of an off campus function in violation of College rules;
- g. Illegal possession, sale or use of a controlled substance, as defined in Chapter 124, Code of Iowa, or of a prescription drug upon College property;
- h. Illegal possession or use of any firearms, explosive dangerous chemical or other weapon;
- i. Assault: a person commits an assault when, without justification, the person does any of the following:
 1. Any act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act.
 2. Any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting or offensive, coupled with the apparent ability to execute the act.
 3. Intentionally points any firearm toward another, or displays in a threatening manner any dangerous weapon or object toward another.

Provided, that where the person doing any of the above enumerated acts, and such other person, are voluntary participants in a sport, social, or other activity, not in itself criminal, and such act is a reasonably foreseeable incident or such sport or activity, and does not create an unreasonable risk of serious injury or breach of the peace, the act shall not be an assault.

- j. Willful injury: any person who does an act which is not justified and which is intended to cause and does cause serious injury to another violates this policy.
- k. Disorderly conduct: a person violates this policy when the person does any of the following:
 1. Engages in fighting or violent behavior in the College or at College functions.
 2. Makes loud and raucous noise in the vicinity of the College or at College functions which causes unreasonable distress to the occupants or participants thereof.
 3. Directs abusive epithets or makes any threatening gesture which the person knows or reasonably should know is likely to provoke a violent reaction by another.
 4. Without lawful authority, the person disturbs any lawful assembly or meeting of persons by conduct intended to disrupt the meeting or assembly.
 5. By words or actions, initiates or circulates a report or warning of fire, epidemic, or other catastrophe, knowing such report to be false or such warning to be baseless.
 6. Without authority or justification, the person obstructs College premises

or any access to College premises with the intent to prevent or hinder its lawful use by others. This shall include premises where any College function is held.

I. Trespass

1. The term “property” shall include any land, dwelling, building, conveyance, vehicle, or other temporary or permanent structure whether publicly or privately owned, used by the College corporation.
2. The term “trespass” shall mean one or more of the following acts:
 - a. Entering upon or in College property without justification or without the implied or actual permission of College authorities or other designated supervisor in authority with the intent to commit a public offense or to use, remove them from, alter, damage, harass, or place thereon or therein anything animate or inanimate.
 - b. Entering or remaining upon or in College property without justification after being notified or requested to abstain from entering or to remove or vacate there from by College authorities or other designated supervisor in authority, or by any peace officer, magistrate, or public employee whose duty it is to supervise the use or maintenance of the property.
 - c. Entering upon property or in property for the purpose or with the effect of unduly interfering with the lawful use of the property by others.
 - d. Being upon or in property and wrongfully using, removing there from, altering, damaging, harassing, or placing thereon or there in anything animate or inanimate, without the implied or actual permission of the College authorities or other designated supervisor in authority.
3. The term “trespass” shall not mean entering upon College property for the sole purpose of retrieving personal property which has accidentally or inadvertently been thrown, fallen, strayed, or blown onto the College property, provided that the person retrieving the property takes the most direct and accessible route to and from the property to be retrieved, exits the property as quickly as is possible, and does not unduly interfere with the lawful use of the property.

D. Financial Transactions with the College

The following shall be subject to disciplinary procedures and shall constitute violations.

- a. Failure or refusal to timely pay a debt owed Northwest Iowa Community College.
- b. Presentation or delivery of any check, draft, or order to Northwest Iowa Community College, with intent to defraud.
- c. Failure to pay the College the amount of a check, draft, or order on or before the first class day after the day the business office sends written notice that the drawer has rightfully refused payment on the check, draft or order.

III. Disciplinary Proceedings

A. Instructor/Academic Dean

The instructor and/or Academic Dean may suspend a student temporarily, not to exceed a twenty-four (24) hour period or not more than the next scheduled class meeting. Upon recommendation of the Vice President of Education and Learning Services, a student may be suspended further for up to a total of three (3) days for

a violation of student conduct standards.

B. Administrative

a. Investigation and Complaint

If the student, instructor, and/or Academic Dean wish to pursue the violation, the Vice President of Education and Learning Services is given information indicating that a student has committed a violation, and the Vice President of Education and Learning Services shall investigate the alleged violation. After preliminary investigation, the Vice President of Education and Learning Services may:

1. Dismiss the allegation as unfounded, either before or after conferring with the student;
2. Proceed administratively as provided below in (b); or
3. Prepare a complaint for use before the Student Conduct Committee (SCC).

b. The Vice President of Education and Learning Services may take interim disciplinary action, including, but not limited to, suspending the right of the student to be present on the campus and to attend classes, and restricting or altering the other privileges granted the student, when in the opinion of the Vice President of Education and Learning Services the interests of the College would best be served.

C. Notice to Appear

a. A student may be ordered to appear before the Vice President of Education and Learning Services in connection with an alleged violation by a notice from the Vice President of Education and Learning Services personally served upon the student; provided, that nothing herein shall prevent the Vice President of Education and Learning Services and student from agreeing informally to meet to discuss the alleged violation.

b. The notice shall direct the student to appear at a specified time and place not less than three class days after the date of service. The notice shall briefly describe the alleged violation and shall state whether the Vice President of Education and Learning Services intends to handle the allegation as a minor or major violation.

c. The Vice President of Education and Learning Services may place on disciplinary probation a student who fails without good cause to comply with a notice ordering appearance, or the Vice President of Education and Learning Services may submit the matter to the Student Conduct Committee.

D. Disposition

a. When the student appears before the Vice President of Education and Learning Services, whether informally or pursuant to notice, the Vice President of Education and Learning Services shall advise the student of his/her rights as set forth in this code.

b. A student may refuse administrative disposition of the alleged violation, and upon refusal is entitled to a hearing before the Student Conduct Committee. The student must serve the Vice President of Education and Learning Services with a written request for a hearing on or before the third day following the refusal to accept administrative disposition. The Vice President of Education and Learning Services shall then inform the President that a request for hearing has been made. A student's failure to timely make a written request for hearing shall constitute an acceptance of administrative disposition.

- c. If a student accepts administrative disposition, then the student shall sign an acknowledgement which states that the student understands the following:
 1. The nature of the violation
 2. That the student has the right of a hearing at which the allegations must be proved by clear and convincing evidence.
 3. The penalty that may be or which will be imposed and its implications.
 4. That the student waives his/her right to appeal.
- d. The Vice President of Education and Learning Services shall prepare an accurate, written summary of each administrative disposition and shall deliver a copy to the student, and, if the student is a minor, shall mail a copy to the parent or guardian of the student and copy shall be transmitted to the President.

E. Student Conduct Committee (SCC)

a. Composition and Organization

1. The SCC shall be composed of one administrative officer of the College other than an officer under the supervision of the Vice President of Education and Learning Services; the Academic Dean from the applicable area; one faculty member at the College and two students as selected by the Student Government Association. The members of the committee shall be appointed by the President except the student members who shall be appointed by the Student Government Association.
2. The Executive Director of Operations and Finance shall serve as Chairperson of the committee. The chairperson shall conduct the hearing and shall rule on the admissibility of evidence, motions, and objections; the Chairperson's decision may be overridden on a vote of the committee. Each member of the committee, including the Chairperson, is eligible to vote at the hearing.
3. Chairperson: the Chairperson shall set the date, time and place for the hearing and shall issue subpoenas and subpoenas duces tecum upon the request of the Vice President of Education and Learning Services or the student.
4. The Vice President of Education and Learning Services shall represent the College before the SCC and shall present evidence to support an allegation of a violation. The Vice President of Education and Learning Services and/or the student may be assisted by legal counsel.

b. Notice

1. The SCC Chairperson shall have written notice served upon the student and the Vice President of Education and Learning Services which notice shall set the date, time and place for the hearing, as well as the nature of the alleged violation. The hearing date shall be not less than five (5) nor more than ten (10) class days after service of the notice. If the student is under 18 years of age, a copy of the notice shall be sent by certified, return receipt request, U.S. mail to the parents or guardian of the student.
2. The Chairperson may for good cause postpone the hearing.
3. The SCC may hold a hearing at any time if the student has actual notice of the date, time, and place of the hearing, and the student makes written acknowledgement of said actual notice and written consent of the conduction of a hearing.
4. The notice shall direct the student to appear before the SCC on the date

and at the time specified, and shall advise the student that he/she has a right to each of the following:

- a. To a private hearing;
 - b. To the presence and assistance of legal counsel;
 - c. To the presence of his/her parents and/or legal guardian;
 - d. To have the witnesses against him/her appear at the hearing and to confront and cross-examine each of them;
 - e. To cause the Committee to order witnesses to appear on his/her behalf and to require the production of documentary and other evidence possessed by the College, and to offer evidence and argue in his/her own behalf;
 - f. To have a privately paid stenographer present at the hearing and to record the hearing by electronic means;
 - g. To appeal to the President;
 - h. To remain silent during the hearing and to not have his/her silence used against him/her.
5. The SCC may suspend a student who fails without good cause to comply with notice sent under these provisions, or, at its discretion, the SCC may proceed with the hearing in the student's absence.
6. The Vice President of Education and Learning Services shall have the right to have a stenographer present at the hearing and/or to record the hearing by electronic means.
- c. Preliminary Matters
1. Alleged violations arising out of the same transaction or occurrences, or out of the same series of transactions or occurrences, against more than one student may be heard together, or, either at the option of the Committee or upon request by one of the students or the Vice President of Education and Learning Services, a separate hearing shall be held. Alleged violations by one student arising out of the same transaction or occurrence or out of the same series of transactions or occurrences shall be heard together. Alleged violations by one student arising out of unrelated transactions or occurrences may be heard together with the written consent of the student.
 2. At least three (3) class days before the hearing date, the student shall in writing furnish the SCC with:
 - a. The name of each witness he/she wants ordered to appear and a description of all evidence possessed by the College which he/she wants produced;
 - b. Any objection that, if sustained, would postpone the hearing;
 - c. The name of legal counsel, if any, who is to appear with him/her;
 - d. A request for a private or separate hearing and the grounds for such request;
 - e. A request to exercise any of the student's other rights stated in the notice.
 3. When the hearing is held by consent of the student less than five (5) days after service of notice or for other good cause shown, the student may submit the information described in paragraph 2 immediately above at any time before the hearing terminates.

4. An objection which if sustained would require the dismissal of the complaint, may be submitted at any time prior to the termination of the hearing.

d. Procedure

1. The hearing shall be informal and shall be open to the public unless otherwise requested by the student in accordance with the Iowa Open Meetings law. If the hearing is to be private, the members of the student's immediate family and the student's legal counsel, if requested by the student, may attend.
2. The Hearing Committee shall proceed generally as follows:
 - a. The Chairperson of the SCC shall read the complaint;
 - b. The Chairperson of the SCC shall inform the student of his/her rights, as stated in the notice of hearing;
 - c. The Vice President of Education and Learning Services shall present evidence in support of the alleged violation;
 - d. The student shall present his/her defense;
 - e. The Vice President of Education and Learning Services and the student may present rebuttal evidence, and shall have the right to make argument. The Vice President of Education and Learning Services shall have the right of the opening and the closing argument.
 - f. The Committee will vote the issue of whether there has been a violation and shall inform the student and the Vice President of Education and Learning Services of their finding. If the Committee finds a violation, the student and the Vice President of Education and Learning Services shall have the right to submit evidence and argument as to the proper penalty;
 - g. The Committee shall then determine the penalty, if any;
 - h. The committee shall state in writing each finding of a violation and the penalty determined. Each committee member concurring in the finding and penalty shall sign the statement. The Committee shall include in the statement its reasons for the finding and penalty.

e. Evidence

1. Rules of evidence shall not apply to hearings before the SCC, and the SCC may admit and give effect to evidence that possesses probative value and is commonly accepted in the conduct of a reasonable person. The SCC shall not consider and may exclude irrelevant, immaterial, and unduly repetitious evidence. The SCC shall recognize as privileged communications between a student and member of the professional staff, Counseling Center, or the Office of the Vice President of Education and Learning Services where such communications were made in the course of performance of official duties and when the matters discussed were understood by the staff member and the student to be confidential, as well as those communications which are privileged by law. Committee members may freely question witnesses.
2. A student is presumed innocent until the Vice President of Education and Learning Services has proved a violation by clear and convincing evidence.
3. All evidence offered during the hearing shall be made a part of the hearing record. Documentary evidence may be included in the form of copies,

extracts or abstracts, or by incorporation by reference. Real evidence may be photographed or described.

f. Record

1. The hearing record shall include the student's written notice of appeal, the complaint, all tangible evidence admitted at the hearing, written motions, pleas, and any other materials considered by the Committee and the Committee's written findings, decisions, and determinations, a transcript if prepared by a certified court reporter, and an electronic recording of the proceedings if the same is delivered to the Chairperson upon the termination of the hearing.
2. If notice of appeal is timely given as hereinafter provided, the Chairperson of the SCC shall deliver the record to the President, with a copy to the student and a copy to the Vice President of Education and Learning Services on or before the tenth class day after the notice of appeal is received.

F. Appeal to President

a. Right of Appeal

1. In those cases in which the disciplinary penalty imposed was as prescribed in IV, C through K, the student may appeal the decision of the Student Conduct Committee in an interim action to the President. Disciplinary actions taken under IV A and B cannot be appealed beyond the Student Conduct Committee. A student appeals by giving written notice to the Chairperson of the SCC on or before the third class day after the day the decision or action is announced. This notice shall contain the student's name, the date of the decision or action, the name of his/her legal counsel, if any, and a simple request for appeal.
2. Notice of appeal timely given suspends the imposition of penalty until the appeal is finally decided.

b. Consideration of Appeal

1. The President shall consider each appeal on the record of the hearing before the Student Conduct Committee. For good cause shown, the President may remand to the SCC to consider and hear newly discovered evidence.
2. The President shall give written notice to the student and the Vice President of Education and Learning Services of the time, date, and place of the hearing which shall be held not more than 10 days after receipt of the notice of appeal, unless for good cause shown another date sooner is selected.
3. The President may hear oral argument and will accept written briefs from the student and the Vice President of Education and Learning Services.
4. The President may modify or set aside the finding of violation, penalty, or both, if the substantive rights of the student were prejudiced because the SCC's finding of facts, conclusions or decisions were:
 - a. In violation of federal, state or local law, Board of College policy or regulation or this code.
 - b. Clearly erroneous in view of the evidence contained in the record from the hearing before the SCC.
5. The President may not increase a penalty assessed by the SCC.

IV. Penalties

The Vice President of Education and Learning Services or the Student Conduct Committee, or the President may impose one or more of the following penalties for a violation:

A. Warning

A written reprimand to the student to whom it is addressed.

B. Warning Probation

A warning indicating that further violations may result in suspension. Warning probation may be imposed for any length of time up to one calendar year and the student shall be automatically removed from probation when the imposed period expires.

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. Students will be placed on disciplinary probation for engaging in activities such as but not limited to the following: being convicted of public intoxication or simulated intoxication, misuse of student identification (minor violation) card, creating a disturbance in or on campus facilities, and illegal gambling.

D. Withholding of Transcript or Degree

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.

E. Bar Against Readmission

Imposed on a student who has left the College on enforced withdrawal or disciplinary reasons.

F. Restitution

Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensation for damages.

G. Suspension of Rights and Privileges

An elastic penalty which may impose limitations or restrictions to fit the particular case.

H. Suspension of Eligibility for Official Nonathletic Extracurricular Activities

Prohibits, during the period of suspension, the student on whom it is imposed from joining a registered student organization; taking part in a registered student organization's activities, or attending its meetings or functions; and from participating in an official nonathletic extracurricular activity. Such suspension may be imposed for any length of time up to one calendar year. This disciplinary action will be imposed for engaging in activities such as the following: possessing or using alcoholic beverages on College property or while representing the College as a part of an off campus function in violation of College rules; destroying College property or a student's personal property; giving false information in response to requests from the College; instigating a disturbance or riot; theft; possession, use, sale, or purchase of illegal drugs on or off campus; an attempt to incur personal bodily injury which includes taking an overdose of pills or any other act where emergency medical attention is required; and conviction of any act which is classified as a serious misdemeanor, aggravated misdemeanor, or felony under state or federal law.

I. Denial of Degree

Imposed on a student found guilty of scholastic dishonesty and may be imposed for any length of time, including permanently.

J. Suspension from the College

Prohibits, during the period of suspension, the student on whom it is imposed from being initiated into an honorary or service organization; from entering College property except in response to a request of the College; and from registering either for credit or for noncredit, for scholastic work at or throughout the College.

K. Expulsion from the College

V. Miscellaneous

A. In the event any portion of this policy conflicts with the laws of Iowa or of the United States, those laws shall be followed.

B. All disciplinary proceedings will become a permanent part of the student's records maintained by the College.

C. Evidence discovered as the result of an illegal search or seizure shall not be considered in determining whether a violation has occurred.

D. Words and phrases herein shall be construed as in the singular or plural number, and as masculine, feminine or neuter gender, according to the context.

STUDENT RIGHTS

STUDENT GRIEVANCE PROCEDURE

If you have a grievance because of a grade received, academic related problem, or other grievable situation, you may follow a step-by-step process that could include the instructor, Program Director, Academic Dean, a Vice President, and President. The President shall serve as the final arbiter. The written procedure for this appeal process is available from the Vice President of Education and Learning Services.

Definition-working day: any day when the Administrative Offices are open.

LEVEL I-INSTRUCTOR

A student with a grievance should first discuss it with his/her instructor in an effort to resolve the problem.

LEVEL II – PROGRAM DIRECTOR

When the grievance is not resolved at Level I, the student should discuss it with the Program Director (where applicable) with the objective of resolving the grievance informally.

LEVEL III- ACADEMIC DEAN

When the grievance is not resolved at Level II, the student should discuss it with his/her Academic Dean with the objective of resolving the grievance informally.

LEVEL IV-VICE PRESIDENT

When the grievance is not resolved at Level III and the student wishes to pursue the grievance, the student shall file a complaint in writing and submit the written grievance to the appropriate Vice President. Grievances concerning grades or academic-related issues shall be submitted to the Vice President of Education and Learning Services. Grievances concerning all other issues shall be submitted to the Vice President of Institutional Advancement and Enrollment Services.

The filing of the formal, written complaint at Level IV must be within fifteen (15) working days from date of the event giving rise to the grievance or from the date the

grievant could reasonably become aware of such occurrence. The grievant may request that a meeting concerning the complaint be held with the Vice President. A minor student may be accompanied at the meeting by a parent or guardian.

The Vice President shall investigate the grievance and attempt to resolve it. A written report from the Vice President regarding action taken will be sent within fifteen (15) working days after receiving the written document.

LEVEL V-PRESIDENT

When the grievance is not resolved at Level IV, the grievant may process it to Level V by presenting a written appeal to the President of the College within ten (10) working days from the date the grievant receives the report from the Vice President. Within fifteen (15) working days after receiving the written grievance, the President will render a written decision. The decision of the President is final.

This procedure in no way denies the right of the grievant to file formal complaints with the Iowa Civil Rights Commission, other agencies available for mediation or recertification of affirmative action grievances, or to seek private counsel for complaints alleging discrimination.

SEXUAL & GENDER HARASSMENT

Reference Board Policy 578

It is the policy of the College to maintain an environment conducive to work and study. Such an environment is free of sexual and gender harassment and all forms of sexual intimidation and exploitation. The College will take action to prevent and correct such behavior.

The College does not condone actions or words which a reasonable person would regard as sexually harassing or coercive. The Equal Employment Opportunity Commission characterizes sexual harassment as “unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.” The following behaviors will not be tolerated: abusing the dignity of a student through insulting or degrading sexual remarks or conduct; threats, demands, or suggestions that a student’s academic progress is contingent upon his/her toleration of, or submission to, sexual advances.

The relationship between faculty, staff, and students is central to the mission of the College. It is essential to establish that the standard of expected conduct in the relationship goes beyond the normal description of sexual harassment. Therefore, the College will view it as unethical and inappropriate if staff members engage in amorous relations with students enrolled in their classes or subject to their supervision, even when both parties appear to have consented to the relationship. Exceptions include previous and ongoing relationships such as husband and wife.

Sexual and Gender Harassment Procedure

1. Any member of the college community who believes that he/she has been subjected to sexual or gender harassment shall report the incident(s) to the College’s Equal Employment Opportunity/Affirmative Action officer (EEO/AA), Sandy Bruns.
2. The College EEO/AA officer receiving complaints shall attempt to resolve the problem in an informal manner through the following interviewing process.
 - a. The College EEO/AA officer shall confer with the grievant in order to obtain a clear understanding of the party’s statement of the facts.
 - b. The College EEO/AA officer shall then attempt to meet with the charged party in order to obtain his or her response to the complaint.
 - c. The College EEO/AA officer may hold as many meetings with the parties as is necessary to gather facts. However, the first such meeting shall be scheduled within five (5) working days of the date the complaint is first registered.

- d. On the basis of the College's EEO/AA officer's understanding of the situation, he/she may:
 - (1) attempt to resolve the matter informally through conciliation.
 - (2) Report the incident and transfer the record to the President or designee, and so notify the parties by certified mail.
 - (3) After reviewing the record made before the College's EEO/AA officer, the President or designee may attempt to gather any more evidence necessary to decide the case, and thereafter impose any sanctions deemed appropriate, including a recommendation to the Board of Trustees for termination or expulsion. Consideration by the Board of Trustees shall be deemed the "hearing level" in this procedure and their decision shall be final.
3. In investigating such complaints, the following shall apply:
 - a. The person bringing the complaint will suffer no retaliation.
 - b. The complaint will not be discussed with anyone else without the person's permission. The right to confidentiality, both of the complainant and of the accused, will be respected.
 - c. Use of the College's internal process in no way prevents, or interferes with, the complainant's right to seek redress in other appropriate forums.

ANTI-BULLYING/HARASSMENT

Board Policy 579

Harassment and bullying of students and employees are against federal, state, and local policy, and are not tolerated by the College. The College is committed to providing all students with a safe and civil college environment in which all members of the college are treated with dignity and respect. To that end, the College has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by students, college employees, and volunteers who have direct contact with students will not be tolerated in the college.

The College prohibits harassment, bullying, hazing, or any other victimization of students based on any of the following actual or perceived traits or characteristics, including but not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

This policy is in effect while students are on property within the jurisdiction of the College; while in college-owned or college-operated vehicles; while attending or engaging in college-sponsored activities; and while away from college grounds if the misconduct directly affects the good order, efficient management, and welfare of the college.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion.

Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile college environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's performance; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the college.

“Electronic” means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging, or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, physical, or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with the student's performance or creation of an intimidating, offensive, or hostile learning environment.

In situations between students and college officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in college programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a college official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report.

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion.

The college will promptly and reasonably investigate allegations of bullying or harassment. The Director of Human Resources, Sandy Bruns, or designee will be responsible for handling all complaints by students alleging bullying or harassment.

It also is the responsibility of the President, in conjunction with the investigator, to develop procedures regarding this policy.

The college shall annually publish this policy in the student handbook and a copy shall be made to any person at the Human Resources Office, 603 West Park Street, Sheldon, Iowa.

BULLYING, HARASSMENT, INITIATIONS, OR HAZING PROCEDURES

Reference Board Policy 579

Bullying, harassment, and abuse are violations of college policies, rules, and regulations and, in some cases, may also be a violation of criminal or other laws. The college has the authority to report students violating this rule to law enforcement officials.

Students who feel that they have been bullied or harassed should:

- Communicate to the bully or harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the bully or harasser, the individual should ask an instructor, counselor, or adviser to help.
- If the harassment does not stop, or the individual does not feel comfortable confronting the bully or harasser, the individual should:
 - ✓ tell an instructor, counselor, or adviser; and
 - ✓ write down exactly what happened, keep a copy, and give another copy to the instructor, counselor, or adviser including:
 - what, when, and where it happened;
 - who was involved;
 - exactly what was said or what the bully or harasser did;
 - witnesses to the harassment;
 - what the student said or did, either at the time or later;
 - how the student felt; and
 - how the bully or harasser responded.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. Bullying or harassment on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb, or trouble persons when:

- places the student in reasonable fear of harm to the student's person or property;
- has a substantially detrimental effect on the student's physical or mental health;
- has the effect of substantially interfering with the student's academic performance;
- or
- has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a college.

Sexual harassment includes, but is not limited to:

- verbal, physical, or written harassment or abuse;
- pressure for sexual activity;

- repeated remarks to a person with sexual or demeaning implications; and
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

Bullying or harassment based upon factors other than sex includes, but is not limited to:

- verbal, physical, or written harassment or abuse;
- repeated remarks of a demeaning nature;
- implied or explicit threats concerning one's grades, job, etc.; and
- demeaning jokes, stories, or activities.

STUDENTS INFECTED WITH DANGEROUS AND LIFE THREATENING DISEASES POLICY AND PROCEDURE

The following policy is hereby adopted by Northwest Iowa Community College concerning students at NCC infected with dangerous and life threatening diseases:

1. It is recommended by NCC that most persons infected with dangerous and life threatening diseases should be allowed to continue with the education at NCC in an unrestricted manner with the approval of their physician. Dangerous and life threatening diseases are those where potential for transmission of the disease causing agent is present. It is the policy of NCC that benefits of unrestricted education for any student infected with dangerous and life threatening diseases under normal circumstances outweigh the remote possibility that any such student will transmit such an infection within the NCC environment.
2. It is recognized that some persons infected with dangerous and life threatening diseases may pose a greater risk than others. If it is determined that a student of NCC can no longer perform his or her essential functions at NCC without endangering the health and safety of other students or if it is determined that there is reasonable probability of substantial harm to the student or to others by the continued education of the student at NCC, such student may be suspended under the guidelines set out in the policy and procedure.
3. For purposes of determining whether a student presents an unacceptable risk, NCC shall, on an annual basis, designate an individual physician/clinic who has the qualifications to evaluate whether or not an infected student poses a risk to others. Evaluation of a student infected with a dangerous and life threatening disease should be performed regularly by the designated physician/clinic. If it is subsequently determined by such a designated physician/clinic that the infected presents an unacceptable risk and cannot perform his or her essential functions in question without endangering the health and safety of the other students and that there is a reasonable probability of substantial harm, then the student at NCC should be suspended until such time as a subsequent review should be established at the time the initial decision is made to exclude the student from further education at NCC.
4. It is the policy of NCC that the number of students aware of any student's infected condition should be kept to a minimum and that any persons involved in the case and education of any such student should respect that student's right to privacy. All records maintained on any infected student shall be confidential.
5. It is not the policy of NCC to require random sampling and screening of students for infection of dangerous and life threatening diseases.

SERVICES TO STUDENTS

STUDENT IDS

You will receive a Northwest Iowa Community College photo identification card when you attend new student orientation. Your ID card entitles you to special discounts at local

movies, health clubs, and other selected businesses, as well as free admission to selected NCC functions. The ID card is your library card and your identification for the Business Office and Learning Center. Replacement cards will cost the student \$2 per card.

COLLEGE SWITCHBOARD

The College telephone switchboard is accessible during the hours of 7:30 a.m. to 5:00 p.m. Monday through Thursday, and from 7:30 a.m. to 4:30 p.m. on Friday. During the fall and spring semesters the switchboard is also accessible from 5:00 to 8:00 p.m. Monday through Thursday. Dial 712-324-5061.

E-MAIL ACCESS

All NCC students are assigned a student email account. It is the student's responsibility to check his/her email account on a regular basis and comply with established policies. Faculty and staff reach students regarding their classes, activities on campus, and other important information through student email. Student email can be accessed from any computer via the internet through the NCC website. If students are unsure of their user name and password, they should contact Student Services.

PUBLIC TRANSPORTATION

Public bus service is available to Sheldon residents. A fee will be charged. For information, call the Regional Transit Authority at 1-800-358-5037.

FOOD SERVICE

The NCC Cafeteria, located in Building A, serves breakfast, noon entrees, and short orders Monday through Friday. You may purchase a semester meal plan for breakfast, noon meal, or both. This service is available to all students, staff, families, and the general public.

CHILD CARE

The local public licensed daycare provider is Children's World of Sheldon. Nursery, child care and preschool services are available by calling 324-4837.

EMERGENCY TELEPHONE

Emergency telephones for 911 calls are located:

- East side of Parking Lot 1
- East side of Parking Lot 3
- South side of Parking Lot 5

LOCAL AGENCIES

Department of Human Services (O'Brien County & Osceola)

800-392-3895

Department of Human Services (Sioux County & Lyon)

800-337-2943

Department of Human Services (Cherokee)

866-640-7087

Division of Vocational Rehabilitation Services

712-324-4864

Iowa Workforce Development

712-324-4152

Family Crisis Center of NW Iowa

800-382-5603

(free and confidential services for victims of domestic violence and sexual assault)

Seasons Center for Community Mental Health, Rock Valley

800-242-5101 (24 hr. crisis line) 712-324-3263 for appointment

Planned Parenthood of Greater Iowa

712-262-1545

NORTHWEST IOWA DRUG TREATMENT UNIT

Sioux County	Lyon County	O'Brien County	Osceola County
712-439-1170	712-472-3442	712-324-3276	712-754-3443

Cherokee County

Drug and Alcohol Treatment: Jackson Recovery
712-225-5856

Plains Area Mental Health
712-225-2575

VOTER REGISTRATION

Voter registration forms are available at the Registrar's office. Registration can be done by mailing in the form to the Commissioner of Elections at the Courthouse in your county. The form is also available on the web. The address is www.sos.state.ia.us.

Voter registration forms can be mailed to the following addresses:

Lyon County Auditor, 206 S. 2nd Ave., Rock Rapids, IA 51246

O'Brien County Auditor, 155 S. Hayes Ave., P.O. Box M, Primghar, IA 51245

Osceola County Auditor, 300 7th St., Sibley, IA 51249

Sioux County Auditor, P.O. Box 18, Orange City, IA 51041

Plymouth County Auditor, 215 4th Avenue SE, Le Mars, IA 51031

Cherokee County Auditor, 520 W. Main St., Drawer H, Cherokee, IA 51012

Clay County Auditor, 300 West 4th Street, Ste 4, Spencer, IA 51301