

## Welcome

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

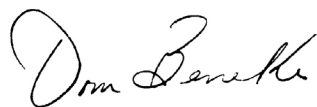
We believe that you have made an excellent choice in your decision to study at Iowa Central! You will experience daily our tradition of providing excellence in and out of the classroom during your time at the College.

Iowa Central has a long-standing commitment to providing quality education and outstanding services to its students. Our zeal for providing excellence comes from the entire College community and we wish to build on our history of commitment by searching for ways to carry out our fundamental mission of educating students. Providing a welcoming, collaborative learning environment where students are encouraged to grow personally is important as we fulfill our mission. We truly believe that we are preparing our students for the future who will, in turn, improve our communities and our world.

As we continue to evolve and meet opportunities and challenges to serve you with the utmost excellence, we welcome your input! Our desire is to continually seek ways to improve our services and educational environment. I invite you to share with me, or any one of the College's staff, your recommendations.

Have a successful and safe year of study! I look forward to seeing you on campus!

Yours truly,

A handwritten signature in black ink that reads "Tom Beneke". The signature is written in a cursive style with a large, looped initial "T".

Tom Beneke  
Vice-President  
Enrollment Management and Student Development

P.S. Many interesting and exciting activities and athletic events have been planned for this year! I invite you to support College functions with your attendance. It's a great way to meet new people and to get to know your instructors and staff here at Iowa Central.

## Board Of Trustees

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Angie Martin.....	Associate Vice-President, Business Affairs

## Mission Statement

Iowa Central Community College commits to educational excellence by providing affordable, accessible, adaptable, community-centered programs and learning-centered activities within and beyond the classroom.

## Vision Statement

Iowa Central Community College is the learning college of choice, meeting the needs of all we serve in a changing regional and global environment. Innovation, excellence, and continuous improvement define this institution where the focus is on the learner and on the appreciation of diversity.

## Enrollment Services Mission

The Enrollment Services Mission is based on a student-first philosophy. We believe students are the number one reason for our work and deserve consistent, courteous and attentive service. It is important also that students receive timely, accurate and pertinent information. Therefore, our pledge is to provide excellent academic guidance, personal growth opportunities and the best possible environment in order that students can achieve their stated goals.

## Using This Guide

- Do I have to reapply for financial aid every year?
- How can I find out if classes are canceled due to weather?
- When is the Bookstore open and what is the refund policy?

For answers to these and many other questions, start with your student handbook — a practical guide to student life at Iowa Central.

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

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

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

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## Important Contact Numbers

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

Admissions.....	Ext. 1008
Bookstore .....	Ext. 1080
Bookstore (Online).....	Ext. 1082
Campus Security.....	515-574-1000
Centers	
Fort Dodge .....	Direct Line - 515-576-7201
Storm Lake (Direct - 712-732-2991).....	Ext. 2809, 2812, 2813
Webster City (Direct - 515-832-1632).....	Ext. 2823, 2824, 2825
Counseling Services.....	Ext. 1051
Distance Learning.....	Ext. 1098
Employment Services.....	Ext. 1286
Financial Aid Office .....	Ext. 1032, 1033, 1034, 1035
GED .....	Ext. 1040
Library.....	Ext. 1155
Non-Credit Course Information.....	Ext. 1022, 1023
Nurse.....	Ext. 1047
Residence Life (Housing).....	Ext. 1086
Special Accomodations.....	Ext. 1045
Student Accounts/Billing .....	Ext. 1063
Student Records.....	Ext. 1020, 1021, 1022, 1023
Student Success Center.....	Ext. 1040, 1042, 1045
Student Support Services .....	Ext. 1164
Veterans' Affairs .....	Ext. 1034

## **Terminology**

### **Advisor**

A designated individual who has been formally trained to assist students with academic information that will enable them to enroll in classes related to their academic goals.

### **Associate Degree**

There are four Associate degrees awarded by Iowa Central. The Associate of Arts (A.A.), Associate of Science (A.S.), Associate of Applied Science (A.A.S.), and Associate of General Studies (A.G.S.).

### **Audit**

A student pays to attend class but does not want to receive credit. An "N" grade appears on the transcript.

### **Class Meeting Time**

Length of time a class meets. Normally, classes meet one hour a week for each credit. Three hours of credit means the class meets three hours each week for the 15 week semester.

### **Closed Class**

A limit is placed on the size of each class section. When that cap is reached, it is closed for enrollment until an opening is created by a student(s) dropping the class.

### **Credit**

The numerical unit earned for the completion of a specific course.

### **Degree Audit**

A report detailing how the courses you have completed and are currently registered for apply to your degree requirements. This report is to serve as your guide for scheduling classes.

### **Drop/Add**

15 week courses may be dropped up to one-week prior to start of finals. 15 week courses may be added only during the first four days of a semester. Not attending class does not constitute a drop.

### **Electives**

Non-required classes that a student may choose to complete his or her program of study.

### **Grade Point Average**

The average grade earned in college courses.

### **Load**

The total credit hours for which you are registered.

### **Prerequisite**

Specified conditions or classes that must be completed prior to enrolling in certain classes.

### **Three-Hour Course**

Three semester hours of credit represent 45 hours of lecture per semester.

### **Transcript**

The record of a student's courses and grades kept permanently on file at the College.

## Academic Planning

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

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

### Attitudes

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

### Keep in mind...

The successful student is not necessarily the brightest, but rather the best organized. The first step in organization is to survey non-educational time commitments and then plan an education program consistent with available time.

### Time Management & Study Techniques for Students

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

## Accreditation

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



## Advisors

### Enrollment/Recruitment Specialist - Ext. 1005

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

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

## Alcohol and Drug Prevention

At Iowa Central, we are committed to promoting an awareness that drug and alcohol abuse is a health issue of concern to our College, students and community. We are interested in providing information to the staff and students to promote prevention of substance abuse. We are concerned about providing support mechanisms to address the immediate problem of individuals who are abusing substances and to obtain the professional intervention needed to assist them.

### Resources for Substance Prevention and Referral

Iowa Central Community College recognizes drug abuse as a potential health, safety and security problem. Students needing help in dealing with such problems are encouraged to seek assistance from our College Nurse, Room 119 of the Vocational-Technical Building, #574-1047. Also available are substance abuse resources including:

**Trinity Recovery Center**..... 573-7378

(chemical dependency treatment center for in-and out-patient and related services)

**North Central Alcoholism Treatment Research Foundation**..... 576-7261

(out-patient counseling, halfway house, day care and counseling)

**Alcoholics Anonymous** ..... 576-4312

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

### State and Local Laws — Alcohol

A new Iowa drinking and driving law took effect July 1, 1995. Anyone younger than 21 who is caught driving with a blood alcohol content of .02 or more will lose their drivers license or permit for up to 60 days. Temporary driving permits for school, work, or any reason, will not be allowed during the suspension period. Realize that .02 is a very small amount—as little as one beer or drink.

Iowa Code Chapter 321J prohibits the operation of a motor vehicle while intoxicated. This is a serious misdemeanor for the first offense, with increased penalties for subsequent offenses.

Persons violating the following sections of the Iowa Code are guilty of a simple misdemeanor:

Section 123.46.....prohibits the consumption of alcoholic liquor, wine or beer upon any public street or highway or other public place, and further prohibits a person from intoxication or simulating intoxication in a public place.

Section 123.47.....prohibits persons from selling, giving or otherwise supplying alcohol to a person who is younger than 21 years of age (except in certain situations of a family at their private home).

Section 123.47A...prohibits a person younger than age 21 from purchasing or possessing alcohol, liquor, wine or beer.

Section 123.49.....prohibits any person younger than age 21 from misrepresenting that persons age for the purpose of purchasing, or attempting to purchase alcohol.

### **Controlled Substances**

Iowa Code Section 204 prohibits the possession and sale of controlled substances. Any person who knowingly or intentionally possesses a controlled substance, unless said substance is obtained pursuant to a valid prescription, commits a serious misdemeanor punishable by up to one year in prison and up to a \$1,000 fine.

It is unlawful for any person to manufacture, deliver or possess with intent, any controlled substance, and a person who violates this section can be fined up to \$10,000 and/or be imprisoned up to 10 years.

## **Alumni**

**Associate Vice President of Development and Alumni Relations, Ext. 1145**  
**Administrative Assistant, Ext. 1137**

Check out our link on our web page and sign up for the Iowa Central Alumni Association. Receive our newsletters and keep informed of fun activities to be held in the near future and receive a discount on Iowa Central apparel at the campus bookstore.

## **Attendance Tracking/STAR**

**Enrollment/Recruitment Specialist - Ext. 1003**

We believe that, unless students attend classes and are actively involved in their learning, learning will not take place. For this reason, Iowa Central has placed an emphasis on CLASS ATTENDANCE. Your instructors will forward your name to Enrollment Services once you have 3 absences and they have not been able to contact you by telephone. Enrollment Services will send an email and also mail you a letter reminding you of those absences, directing you to see your instructor or advisor, and recommendations to remedy the situation.

If you no longer wish to be enrolled in a class, you are expected to withdraw from the course using the online drop form which is located in WebAdvisor. Students choosing to not use the online drop procedure must pickup a Change of Enrollment Form in the Student Records Office, obtain the instructor's signature and return the form to the Student Records Office for processing. You will be charged a fee of \$5 per form. Failure to process a Change of Enrollment form will result in the grade of "F" on your transcript. The last day to drop a 15-week course in the Fall Semester is **December 7**; the last day to drop a 15-week course in the Spring Semester is **April 26**.

## **Bookstore**

**Manager - Ext. 1080**

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

### **Hours**

Fall and Spring Semesters  
Monday-Thursday.....7:30 a.m. to 4:30 p.m.  
Friday.....7:30 a.m. to 4:00 p.m.  
Summer Hours, Mon. - Fri.....7:30 a.m. to 3:30 p.m.

### **Bookstore Return Policy**

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

After the first five days of classes and during buy-back week at the end of the each semester, the credit given for qualifying textbooks will be 50% of the purchase price paid at the beginning of the semester. Students must present their class schedule and appropriate identification at the time of the return. Books that cannot be returned for credit include: workbooks, books containing software, or textbooks that will not be used for classes in the future.

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

Also see "Online Book Store"

## **Building Codes/Room Numbers**

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

### **Building Codes**

AST	Applied Science & Technology (Fort Dodge)
BHS	Bioscience & Health Sciences Building
CEB	Career Education Building
LIB	Library Building (Fort Dodge)
LB	Library Building (Webster City)
MU	Vocal Music classroom, (North of Bookstore) Instrumental Music classroom (North of Bookstore)
SC	Science Building (Fort Dodge)
SRC	Student Resource Center
SSS	Student Support Services Building

### **Classroom Number Code**

000s	Classrooms in the basement of AST
100s	Classrooms on main floor
200s	Classrooms on second floor
300s	Classrooms on third floor
400s	Applied Science & Technology (Fort Dodge)

## **Bulletin Boards**

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

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

## **Business Office/Student Accounts**

### **Business Office - Ext. 1063**

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

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

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

## **Campus Crime**

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

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

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

A Campus Security Report will be published annually for the College community and posted on the Campus Security webpage. The College is committed to reviewing these statistics annually and taking the necessary steps to develop and implement additional safety practices or procedures needed to ensure an optimum safe environment for its students and employees.

## **Campus Security**

### **Security Officer - 515-574-1000**

#### **Campus Phone - Ext. 1000**

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

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

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

## Changing Class Schedules

**Registrar - Ext. 1020**

**Adding a course:** Students who wish to add a course to their schedule should pick up a Change of Enrollment form from Student Records and obtain the instructor's signature. The form should be returned to the Student Records Office for processing. For classes running one full semester, a student may add a course anytime during the first four (4) class days on the College calendar (not necessarily the first four times a class meets) of that semester. Interim and summer classes must be added no later than the first day of class.

**Dropping a course:** The last day to drop a 15 week class without receiving an "F" on a permanent record is one week prior to the start of finals. Not attending a class does not constitute a withdrawal. To drop a course, students should log-in to WebAdvisor and click on "Drop/Withdraw from Class" to complete the online drop form. Students can check the status of their request in the section labeled "Previous Withdrawal Requests" on the first screen of the online drop. It is the student's responsibility to make sure they have correctly submitted the online withdrawal. Students choosing not to drop the class using the online drop procedure must pick up a Change of Enrollment form in the Student Records Office, obtain the instructor's signature, and return the form to the Student Records Office for processing.

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

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

If you are in need of a copy of your class schedule, stop by the Student Records Office. Computers are set up for you to easily print your personal schedules.

Drop/Add dates are different for FlexNet and Flexlab courses.

For Distance Learning drop/add procedures, see "Distance Learning" section on page 17.

## Changing your Name, Address or Telephone

**Student Records - Ext. 1020, 1021, 1022, 1023**

All personal records are kept in the Student Records Office, including class schedules, grades and transcripts. Please notify the Student Records Office of any change. This will ensure that all documents will be forwarded to the proper address and contain accurate information.

## Clubs, Organizations and Activities

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

**Business Professionals of America - BPA**

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

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

**Collegian (College newspaper)****Advisor - Ext. 1058**

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

**Concert Band (Instrumental)****Paul Bloomquist, Instrumental Director - Ext. 1203**

Open to all Iowa Central students. Involves the study and performance of quality band literature with emphasis placed upon musicianship and interpretation. This group rehearses three times weekly and is called upon to perform both regionally and nationally.

**Concert Choir (Vocal)****Kathleen Schreier, Vocal Director - Ext. 1202**

Open to all Iowa Central students. Rehearsals are held three times each week, and a very active performance schedule is maintained.

**Dance Team****Lesla Dencklau, Director of Dance - Ext. 1204**

A high-energy performance dance team specializing in jazz, hip hop, pom, novelty/character, high kick, lyrical, and musical theatre show. This is a high demand performance group, performing at campus visit days, Iowa Central athletic events, fine arts events, and state, regional and national competitions. The Iowa Central Dance Team also displays their talents during their presentation, "Curtain Call," held in April. This show features guest performers from area high school drill teams and the male hip hop crew. Auditions are held in December and April.

**Drama/Theatre****Teresa Jackson, Director of Theatre - Ext. 1206**

Students who desire to learn to perform, to work behind the scenes, or to run lights are encouraged to find the spotlight. Iowa Central presents several top-quality plays and musicals each year.

**Encore Jazz Band/Encore Singers****Paul Bloomquist, Instrumental Director - Ext. 1203****Kathleen Schreier, Vocal Director - Ext. 1202**

Both are ensembles designed to explore the various styles of popular and jazz music with emphasis placed on musicianship, solo performance and improvisation. They perform two major concerts a year, and join in a tour throughout Iowa in the Winter and Spring. In addition, they are called upon to perform at a variety of functions throughout the area.

**Human Services Club****Larry McLuckie, Advisor - Ext. 1233**

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

**I.C. Green Club****Beth Collins, Advisor - Ext. 1244**

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

### **Intramurals**

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

Bowling, co-ed volleyball, golf, and basketball are all offered as intramural sport options. Sign-up dates and starting dates are listed on the calendar. For more information, contact the Student Activities Office at Ext. 1347.

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

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

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

### **Phi Theta Kappa**

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

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

### **Skills USA**

#### **Phyllis Minnihan, Sponsor - Ext. 1903**

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

### **Spirit Squad**

#### **Amanda DeBaun - Ext. 1344**

Iowa Central's Spirit Squad is a coed team consisting of football, basketball, and competition squads. We will strive to produce great athletes and citizens by incorporating every aspect of a well-rounded athlete; physically fit, mentally fit, and goal oriented.

### **Student Ambassador Program**

#### **Advisor - Ext. 1003**

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

**Student Senate**—See "Student Government"

### **Forming New Organizations**

#### **Director, Student Life and Activities**

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

## **College Business Hours**

College offices are open Monday to Thursday, 8:00 a.m. to 5:00 p.m. and Friday, 8:00 a.m. to 4:30 p.m.. The Enrollment Management and Student Development Office is open Monday to Thursday from 8:00 a.m. to 5:00 p.m. and 6:00-9:00 p.m. and Fridays from 8:00 p.m.-4:30 p.m. by appointment during the Fall and Spring semesters.



## College Colors and Mascot

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

## College Procedures

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

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

## Collegiate Athletic Programs

**Athletic Director - Ext. 1347**

An exciting and challenging athletic program is maintained at Iowa Central. Men have the opportunity to participate in baseball, basketball, cross country, football, golf, rodeo, soccer, swimming, track, and wrestling. Womens' intercollegiate sports are basketball, cross country, golf, rodeo, soccer, softball, swimming, track, and volleyball. Iowa Central belongs to the Iowa Community/Junior College Conference. The eligibility requirements are established by the National Junior College Athletic Association and by the Iowa Area Community College Athletic Association.

## Compliance Information

Compliance information can be found at the following websites:

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

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

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

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

## Counseling Services

**Janette Miller, M.S., LMHC, LMFT - Ext. 1051**

Student counseling services are available, without charge, to currently registered students. Office hours are Mondays and Wednesdays from 8:00 a.m.-4:00 p.m. and Thursdays from 8:00 a.m. to noon and is located in the Student Support Services Building, Office 124B. Services include mental health assessments, brief solution focused counseling, emergency walk-in or phone consultations, and referral to community resources. To better serve students, please schedule counseling appointments in advance.

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

The D.A.R.T. bus serves the Fort Dodge Campus each hour, Monday through Friday. The pick-up and drop-off location is in the courtyard by the bookstore entrance. Please call the D.A.R.T. bus service for schedules at 573-8145. Hours are Monday-Friday 8 a.m. to 4 p.m.



## Distance Learning

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

The Distance Learning programs at Iowa Central include: FlexNet (FN), Online (OL), vclass (V), T.V. Courses of ICN and ICTN, Earlybird (College Contracted Services), Charter, and Post Secondary Enrollment Options Act (PSEO). Start and end dates of these courses may be different than other college courses on campus. Please refer to your student schedule, found in WebAdvisor, or contact the Distance Learning Office at (800) 362-2793, Ext. 1098.

### **Distance Learning Add Procedure**

To enroll in a Distance Learning course, contact your advisor or complete the application and enrollment found on the Distance Education section of the Iowa Central website. Following are guidelines for adding Distance Learning Courses:

*FlexNet:* You can enroll in a FlexNet course at any time throughout the semester or summer term as long as there is space available in the course. Upon enrollment and payment in full, you will have 15 full weeks to complete your course.

*Online Courses* are very structured in format design, meaning the courses begin and end with the semester dates. Assignments and discussion postings are required for each week of the course and students must complete and submit work at the end of each week. Students *must enroll, make payment for, and login to Online courses by the end of the Add/Drop period (first four days of the semester) to avoid being administratively withdrawn.*

*Virtual Class (vClass)* is a system used to enhance students' "classroom" experience. This system allows students and instructors to communicate via the internet while also allowing for content to be distributed live (synchronous) over the internet, or recorded and posted for students to view outside a designated time. Not all courses, FlexNet or Online courses, will utilize the vClass system.

### **Distance Learning Course Preparation**

Distance Learning Courses can be accessed by logging in to TritonPass, and clicking on the iNET link. Refer to the "Technology" section of this handbook for login directions.

**Textbooks:** Most Distance Learning courses require a textbook. If you have not ordered the textbook for your course, you can do so by going to the Iowa Central Campus or Online Bookstore. You can find the link to the online bookstore at the bottom of the Iowa Central home page.

### **Distance Learning Course Withdraw Procedure**

To drop a course, students should log-in to WebAdvisor and click on "Withdraw/Drop a Course" to complete the online drop form. Students choosing not to drop the class using the online drop procedure must pick up a Change of Enrollment form in the Student Records Office, obtain the instructor's signature, and return the form to the Student Records Office for processing.

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

If you do not have financial aid (scholarships, grants, or loans) this should not affect you. Federal regulations state that students are not eligible for financial aid if they do not attend courses. Therefore, students must meet the attendance policy to be eligible for financial aid and for aid to be released. In a FlexNet course attendance requirements are met by submitting work, such as an assignment, quiz or test in each FlexNet course a student is enrolled in. The Financial Aid Office will verify to see if students have established attendance in each of their courses. Therefore, students must submit a minimum of one written assignment, quiz or test in order to be considered attending each course. Students are not required to submit assignments, quizzes or tests each and every week in FlexNet courses.

Please note: If a student unofficially withdraws from a course, Iowa Central may be required to return some of their financial aid to the Federal Government. A student unofficially withdraws when the student stops attending class and does not officially complete the withdraw process. A student who unofficially withdraws will have an F recorded on their academic transcript, and the unofficial withdraw may adversely affect future financial aid eligibility. If you have questions about financial aid please contact the Financial Aid Office at 1-800-362-2793.

\*Do not confuse this with Online (OL) courses. Online courses (OL) have their own specific attendance policies.

## Diversity Team

**Ext. 1166**

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

### **Mission Statement**

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

### **Goals:**

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

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

## Drop/Add Procedure

**Adding a course:** Students who wish to add a course to their schedule should pick up a Change of Enrollment form from Student Records and obtain the instructor’s signature. The form should be returned to the Student Records Office for processing. For classes running one full semester, a student may add a course anytime during the first four (4) class days on the College calendar (not necessarily the first four times a class meets) of that semester. Interim and summer classes must be added no later than the first day of class..

**Dropping a course:** The last day to drop a 15 week class without receiving an “F” on a permanent record is one week prior to the start of finals. Not attending a class does not constitute a withdrawal. To drop a course, students should log-in to WebAdvisor and click on “Drop/Withdraw from Class” to complete the online drop form. Students can check the status of their request in the section labeled “Previous Withdrawal Requests” on the first screen of the online drop. It is the student’s responsibility to make sure they have correctly submitted the online withdrawal. Students choosing not to drop the class using the online drop procedure must pick up a Change of Enrollment form in the Student Records Office, obtain the instructor’s signature, and return the form to the Student Records Office for processing.

Drop/Add dates are different for FlexNet and Flexlab courses.

For Distance Learning drop/add procedures, see “Distance Learning” section on page 17.

## E-mail/Internet Accounts

For E-mail/Internet information, see “Technology at Iowa Central” section on page 45.

## Emergency Notification System

**Help Desk - Ext. 1111**

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

## Emergency Procedures

### Fire Procedure

In case of a fire, notify an instructor or administrator. If neither are immediately available, sound the building's alarm system by use of the nearest fire pull station. When the fire alarm is sounded, evacuate the building immediately in a calm and orderly fashion. Do not assume a false alarm when the fire alarm is sounded. The fire alarm system is used for fires only. Do not return to the building until permission is given by appropriate personnel (police, fire or Iowa Central staff in charge at the scene).

### General

1. The safety and welfare of students, visitors and staff is important to the institution. It is each individual's responsibility to engage in the cooperative effort required to establish and to maintain a safe environment.
2. Students should become familiar with the buildings in which they have classes and locate the following:
  - a. Emergency exits; b. Fire pull stations;
  - c. Fire extinguishers; d. Tornado shelters

### Reporting

1. All serious illnesses and injuries should be reported immediately to an instructor or administrator. This will be followed by the reporting student's participating in completing an accident form.
2. Accident Report forms are filed with the Business Office.
3. In the event of a serious accident or critical illness, the affected student's immediate family may be notified by the President or by a designee.
4. Recognizing the student's right to privacy, public media attention pertaining to serious or major accidents will be handled through the Public Information Office.
5. Any crime on campus or violation of the Student Conduct Code should be reported to the Vice-President for Enrollment Management and Student Development.

### Tornado Procedure

Know the difference between a tornado watch and a tornado warning.

Tornado watch      Conditions are such that a tornado could develop.

Tornado warning    Sirens sound - a tornado has been sighted.

Seek shelter immediately.

In each building, signs are posted with information on where to go in such emergencies. Be aware of these areas for each building you are in before a tornado occurs. When a tornado siren sounds, immediately go to the designated shelter areas in a calm and orderly manner. In the event that a student does not have time to reach a designated area, they should seek shelter in the lowest level of the building, under sturdy objects and against inner walls. Stay out of rooms with large windows, doors and large spans. Crouch into as small a body position as possible.

Unless students are already in their cars and leaving the parking lot, they should not make an attempt to drive away from a tornado. A car is not a safe place during a tornado.

## Enrolling for the Next Semester

### Director of Enrollment Management - Ext. 1008

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

# Equal Educational Opportunity Policy

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

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

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

## FERPA

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. Iowa Central Community College has defined directory information that is available to the public. Iowa Central will provide a form to be completed by students who want their directory information held. Iowa Central also provides a form to be completed by students who want their non-directory information released to others. These forms are available to students via WebAdvisor or via paper copy from the Student Records Office. Examples of the forms are included in this handbook on pages 53-54.

### What is Directory Information?

Name, Address, Telephone, Personal e-mail address, Iowa Central E-mail address (cannot be excluded. Owned and operated by Iowa Central.), Major, Date of Birth, Degrees, Honors & Awards, Weight and Height of Athletic Team Members, Dates of attendance, Enrollment Status (e.g. Full time or Half time), Participation in recognized activities and sports, and Previous education institutions attended.

### What is not Directory Information?

Grades—class attendance and progress, Grade Point Average (GPA), Race, Gender, Social Security Number, Student ID Number, Country of Citizenship, Business Office Billing Data, Class Schedules—courses and/or time of day, and Financial Aid Information.

## Financial Aid

**Director, Financial Aid - Ext. 1035**

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

Caring staff are available to answer questions. Feel free to stop in or to call for assistance with your financial aid needs.

Please understand that any and all staff in the Enrollment Management and Student Development Department will work to answer your questions or assist you in any way. We are here to serve you!

Applications for Federal Student Aid take approximately three to four weeks for the Central Processing Center to process by mail and one to two weeks online. Filing early for financial aid benefits students by informing them of the assistance they will receive before classes begin.

**It is necessary to apply for Financial Aid each year.** Late filing of your application for Financial Aid may result in delay in receiving funds prior to classes beginning or losing your opportunity of receiving some aid. You may file for the 2010-2011 year after January 1, 2010, and you may file for the 2011-2012 year after January 1, 2011. We have a priority deadline of April 1st for filing your FAFSA.

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

## Financial Aid Satisfactory Academic Progress Policy

### Satisfactory Academic Progress

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

In order to maintain eligibility for financial aid, a student must meet the "Standards Requirements" listed below. Failure to meet these requirements may result in the loss of aid. Programs affected by "Standards Requirements" are:

Federal Pell Grant	Federal Direct Loan	Federal SEOG
Federal Work Study	Federal PLUS Loan	IA National Guard Program
IA Voc Tech Grant	Academic Competiveness Grant	

### Standard Requirements

1.) Successfully complete 67% of attempted credit hours. This will be measured on a cumulative basis. Example: If the student attempts a total of 24 credit hours the first academic year, the student must satisfactorily complete 16 credit hours. (Example: 24 credit hours x .67 (67%) = 16 credit hours.)

2.) Completion of the academic program in 150% of the published credits of the program. Example: Associate in Arts degree = 60 credit hours. Maximum attempted credit hours permitted to complete this program would be 90. (Example: 60 credit hours x 1.5 (150%) = 90 credit hours.)

3.) Minimum Cumulative Grade Point Average:

- A cumulative GPA of 2.00 must be met.

#### **Additional Information**

1. Credit/no credit, course repeats, withdrawals, incompletes, and developmental courses will be included as part of the student's cumulative credit hours attempted for maximum time frame purposes.

2. In computing the cumulative grade point average for graduation, only the most recent grade earned in a course, that has been repeated, will be used.

3. Transfer Students are considered to be making satisfactory academic progress for financial aid purposes upon initial enrollment. Upon enrollment, relevant transfer credits and GPA that become part of the student's academic record at Iowa Central will be included in the student's satisfactory academic progress calculation.

4. Courses taken for audit, hours via Institutional Proficiency Exams, Advanced Placement and hours via the College Level Examination Program will not be included as a part of the student's cumulative credit hours enrolled for maximum time frame purposes.

#### **Monitoring Progress**

1. Academic progress will be reviewed following each term to determine if the "Standards Requirements" have been met.

2. Financial Aid Probation- The first term the student fails to meet the "Standards Requirements" the student will be placed on Financial Aid Probation. This probationary period should be utilized by the student to meet the "Satisfactory Academic Progress Standards Requirements."

3. Financial Aid Dismissal – Students failing to show satisfactory progress during their probationary period will be placed on Financial Aid Dismissal. A student may not receive any aid listed above while on Dismissal.

#### **Reinstatement of Eligibility**

1. Complete the number of credit hours necessary to achieve the 67% requirement and/or minimum cumulative grade point average needed for their grade level. This will be at the student's own expense. When these hours have been completed, the Financial Aid Office must be notified so eligibility for aid can be reinstated.

2. If special circumstances exist (ex. death of family member, personal or family illness, family crisis), the student may submit a letter of appeal to the Financial Aid Office (with an appeal form which can be obtained from the Financial Aid Office) stating the reasons the "Standards Requirements" were not met. Appropriate third-party professional documentation may be required. The Academic Standards Committee will review the appeal. If the appeal is approved, eligibility for financial aid will be reinstated on a probationary status.

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

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

## **Fitness Center**

**Director - Ext. 1234**

The Fitness Center is located in the Career Education Building on the Fort Dodge Campus. Operating hours are as follows -

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

## **Flexlab**

**Flexlab Coordinator - Ext. 1270**

**Flexlab Secretary - Ext. 1271**

The Flexlab is a computer lab located in AST 401 (Applied Science and Technology Building). The Flexlab offers 16-18 self-paced courses per semester. These courses are Business Department courses and several are required for some of the programs in the Business Department. Students may register at any time during the semester. Courses must be completed within 15 weeks from the registration date, not counting the days the lab is closed. Depending on the individual pace, students may complete a course in less than 15 weeks.

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

Check the Iowa Central Web Site for Courses/ Flexlab Courses for the current course listing and Flexlab hours.

## **Food Service**

**Manager - Ext. 1375, Triton Bistro - Ext. 1374**

Great Western Dining Food Service is available in the TritonZone. Breakfast, lunch and snacks are all available for purchase. Hours are 7:00 a.m. to 3:00 p.m., Monday through Friday.

Residence Hall Dining Hours:

Breakfast ..... 7:00-8:00 a.m.  
Continental Breakfast ..... 8:00-8:30 a.m.  
Lunch ..... 11:00 a.m.-1:30 p.m.  
Dinner ..... 5:00-7:00 p.m.  
Weekend ..... 11:30 a.m.-12:30 p.m. (brunch), 4:30-5:30 p.m. (dinner)

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

### Registrar - Ext. 1020

The Grade Point Average is determined in the following manner:

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

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

Sample computation:

Class	Grade	Per Credit Grade Points	Credits	Total Quality Points
Communication	A=	4	x 5	= 20
Shop I	B=	3	x 4	= 12
Blueprint Rd.	C=	2	x 3	= 06
Math	D=	1	x 2	= 02
Shop Theory	F=	0	x 2	= 0

40 total grade points divided by 16 credits equals a grade point average of 2.50.

### Final Grades

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

### Incompletes

An incomplete ("I") grade in a course does not have an immediate effect on a student's semester GPA. A meeting arranged by the student with the instructor is held to discuss the reason for the incomplete grade. A contract between the student and instructor, stating the details and time schedule of work that is to be made up, must be agreed upon and signed. After all work is completed, the instructor will make the proper grade changes for the student's permanent record. Incompletes are approved only for unusual circumstances with appropriate documentation.

## Grade Appeal

A student who believes a course grade he/she has received is inaccurate may seek an appeal as follows:

1. Within 60 calendar days following the end of a course, the student will inform the instructor in writing of questions concerning course grade. The writing will address questions concerning the criteria and procedures the instructor used in determining the grade, the process by which it was assigned, and to request error correction, if any, in the grade.
2. Within 14 calendar days after the instructor's receipt of the student's written questions, the instructor will offer to meet with the student to attempt to resolve the questions concerning a grade.



3. If after the discussion with the instructor, the student believes that the grade is still inaccurate, the student will meet with the department chair. This meeting must be scheduled within 10 calendar days after the instructor has offered to meet with the student. Before meeting with the department chair, the student will submit in writing to the department chair his/her questions regarding the grade. The department chair shall meet with the instructor and the student separately and/or together in an effort to resolve the questions regarding the grade.
4. If the steps above do not resolve the questions concerning the grade, the student may submit his/her written questions concerning course grade to the Vice-President of Instruction no later than 10 calendar days after meeting with the department chair. Within 14 calendar days after receipt of the written questions from the student, the Vice-President of Instruction will submit to the student, the instructor, and to the department chair a written decision concerning the appeal of the grade.

## Grades

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

## Grades Earned in Repeated Courses

### Registrar - Ext. 1020

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

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

## Graduation

### Commencement

Commencement exercises are designed to provide formal recognition to students who have satisfied the requirements for an associate degree or diploma. Students are encouraged to attend the Commencement ceremony at the time of graduation. Commencement for the 2010-2011 college year will be held Saturday, May 7 at 10:00 a.m.

### Graduation Declaration

**Students who plan to receive a degree or diploma must file a Graduation Declaration Card with the Registrar at the beginning of the semester prior to completion of College work. A signed degree audit sheet must be attached to the graduation card. Both the advisor and the student must sign and date the degree audit.**

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

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

Acceptance of transfer credit by Iowa Central toward a degree does not guarantee acceptance at other colleges. We urge students to consult with the college or university where they intend to transfer or the Director of Institutional Research and Student Records (located in the Enrollment Management and Student Development Office).

## **Gym and Weight Room**

**Athletic Director - Ext. 1347**

Each week, the Gym and Weight Room is open to students at different times according to the school activities planned in those areas. Iowa Central Community College personnel must be present in the gym while it is open for student use.

### **Guidelines of the Gym and Weight Room:**

1. Use only when posted as "open gym" times.
2. Areas open only to students and staff of Iowa Central. A current Iowa Central student ID is to be presented, if requested.
3. No dark-soled shoes or shoes that leave marks on the floor.
4. Basketballs will be available for use. Please do not bring your own.
5. No food or drink in the gym, dressing rooms or weight room.
6. Free weights should not be used without direct supervision of staff.

## **Harassment/Complaints**

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

The following policies, procedures and guidelines may be applied to incidents of harassment, sexual harassment, sexual abuse or for formal complaints. A harassment/complaint form (available from the Vice-President of Enrollment Management and Student Development) may also need to be filled out.

Sexual abuse is defined as sexual contact with an individual who is either unwilling or unable to consent to the sexual contact. Sexual harassment consists of unwelcome actions or language of a sexual nature that is effecting the work or academic related decisions or creates a hostile working or academic environment.

Members of the Iowa Central Student Development Staff understand the personal and potentially traumatic nature of these incidents and are available to provide students with support, information and guidance.

### **Sexual Abuse**

Sexual abuse takes many forms. Individuals may be the victims of stranger rape, date/acquaintance rape, incest, child/adolescent molestation by a non-relative, gang rape or other forms of sexual violence.

Sexual abuse is a terrifying and traumatic crime. The physiological/emotional trauma following the crime can be very painful. Possible symptoms include: depression, fear, difficulty concentrating, eating disorders, sleep disturbances, erratic mood swings, loss of trust, guilt and relationship problems.

Sexual abuse is defined as a sexual act performed with an individual in any of the following circumstances:

1. The act is done by force of against the will of the other. If the consent is procured by threats of violence or if the act is done while a person is in a drug-induced sleep or other-wise in a state of unconsciousness, the act is done against the will of that person.
2. When the victim is unable to give consent because he or she has a mental disability, is incapacitated or lacks the mental capacity to know right and wrong of conduct in sexual matters.
3. The person is a child.

Sexual abuse is considered a felony as defined in Section 709 in the Iowa Code.

### **Sexual Harassment**

As an educational institution, Iowa Central Community College serves as a model agency in the community. Sexual harassment subverts the mission of Iowa Central, threatens the well-being of students, faculty and staff, and will not be tolerated.

All members of Iowa Central Community College, including, but not limited to, the administration, the faculty, the staff, and students are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. This includes, but is not limited to, interaction between faculty and students. Any person who engages in sexual harassment as a member of Iowa Central Community College will be in violation of this policy and subject to disciplinary procedures, which may include termination.

Sexual harassment is defined as any unwelcome sexual advance, request for sexual favors, or other verbal or physical contact of a sexual nature when:

1. Submission to such conduct is to make either explicitly or implicitly a term or condition of an individual's employment or educational development; or
2. Submission to or rejection of such conduct by an individual is used as the basis for either employment or education decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive work or educational environment.

Sexual harassment is prohibited in any Iowa Central Community College activity or program, including academics, extra-curricular activities, research-related programs or activities, occupational training, or athletics intramural, interscholastic or intercollegiate.

Any member of the Iowa Central Community College community, i.e., faculty, students, or employees, who believe that he/she is being subjected to sexual harassment should notify a supervisor, department head, or administrator immediately. An investigation will be undertaken and appropriate sanctions and corrective measures will be instituted if the allegations warrant such action. Iowa Central Community College will not tolerate or condone any form of sexual harassment.

Sexual harassment can also take place between peers. Any time questionable behavior takes place, whether during work, class, or other College functions, it should be reported.

Sexual harassment takes many forms, for example:

- Repeated and unwanted staring, comments or propositions of a sexual nature.
- Subtle pressures for sexual activity.
- Sexist remarks about a person's clothing, body or sexual activities.
- Unnecessary touching, patting, hugging or brushing against a person's body.
- Direct or implied threats that submission to sexual advances will be a condition of employment, work status, grades or letters of recommendation.
- Physical assault.

### **Student Discrimination Complaint Process**

Iowa Central Community College's policies concerning special accommodations, non-discrimination and prohibitions against sexual abuse and/or harassment are prescribed in Board of Director policies and in the Iowa Central Community College Student Handbook.

If the student's concern is one of perceived discrimination, abuse, and/or harassment based on age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, disability, or military service, the student may use the informal or formal complaint procedure described below:

### **Informal Complaint Procedures**

1. An informal complaint regarding perceived discrimination, abuse, and/or harassment may be presented by the student to the Vice-President of Instruction or his/her designate. This informal discussion shall occur within 14 calendar days after the concern causing the student to believe discrimination has occurred or within 14 calendar days after he/she has discovered the concern, provided the discovery is within six months of the occurrence. At this informal discussion, the student and the Vice-President of Instruction may each request the presence of the College EEO Officer.
2. Within three calendar days of receipt of the student's informal complaint, the Vice-President of Instruction and/or his/her designate shall investigate the complaint in accordance with Iowa Central policy and take corrective action as warranted.

### **Formal Complaint Procedures**

1. A formal (written) complaint regarding perceived discrimination, abuse, and/or harassment may be presented by the student to the College's EEO Officer. The student's written complaint must be delivered to the EEO Officer's office within 30 calendar days following the occurrence of the concern which causes the student to believe discrimination, abuse, and/or harassment has occurred, or within 30 calendar days after he/she discovered the concern. The written complaint should contain the date of occurrence of the concern, location, party or parties involved, names of witnesses, and the facts forming the basis of the complaint.
2. The student will have an interview with the EEO Officer to discuss the complaint. The EEO Officer shall advise the student as appropriate of the following rights:
  - a. The student may, at any time within the complaint procedure, but within 90 days of the occurrence of the concern, file a complaint with the Human Rights Commission in Fort Dodge;
  - b. The student may file a complaint with the Iowa Civil Rights Commission in Des Moines within 180 days of the occurrence of the concern, and with the U.S. Equal Employment Opportunity Commission in Kansas City within 360 days of said occurrence; and
  - c. The student may file a complaint with any other appropriate agency (ies).
3. The EEO Officer, within 21 calendar days after the first meeting with the student and review of the written complaint, shall conduct a complete investigation into the complaint. The EEO Officer may conduct an investigation personally or through the use of a qualified fact-finder selected from a list of College employees trained by the EEO Officer or an appropriate agency for this purpose. This inquiry will include a thorough and documented review of the circumstances under which the alleged complaint occurred. The inquirer shall be permitted access to relevant data and to all individuals identified by the student as having knowledge of the alleged complaint and all individuals who may be identified by the instructor to be interviewed.
4. The EEO Officer will contact the student within 10 calendar days after the completion of the investigation and provide to the student a written finding of the investigation. The EEO officer will thereafter recommend to the appropriate College official corrective action as warranted.
5. If the complaint is not resolved to the student's satisfaction, the student may within 10 calendar days of receipt of the EEO officer's findings, request, in writing, that the College's President review the complaint. The President will review the complaint and take such action as he/she deems appropriate including, but not limited to, the recommendation of action to the Board of Directors.

These procedures will be regarded as minimum standards for furnishing any person an opportunity to be heard on complaints regarding suspected acts of discrimination, abuse, and/or harassment.

At every level of the informal or formal complaint procedure, Iowa Central personnel involved in the investigation and attempted resolution of the complaint, recognize and respect the student's need for confidentiality as to these type of concerns and will honor a student's request for confidentiality to the extent permissible recognizing also the rights of the instructor whose conduct is the subject of the complaint. The student may withdraw his/her complaint at any time during the informal or formal complaint procedures.

## Health Services

### **Student Health Nurse - Ext. 1047**

Iowa Central has a Registered Nurse on duty at the Fort Dodge Center Monday through Friday from 9:00 a.m. to 3:00 p.m. while the College is in session. Services are confidential and free to Iowa Central students. Students injured on campus are encouraged to see the Student Health Nurse. Health and medical questions or concerns that students have can be answered at the Nurse's Office in the Applied Science & Technology Building, Room 116.

## Honor Society

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

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

## Inclement Weather

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

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

The decision to cancel or delay classes will be made by the President or by his designee. If classes are delayed or canceled, the message will go to local radio stations by approximately 6 a.m. No announcement of cancellation or delayed classes via the media will mean that classes will be held as usual that day. At times, due to staff availability or changing weather conditions, there may be a delay in making announcements.

### **Delay of Classes**

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

### **Early Dismissal of Classes**

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

### **Evening Classes**

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

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

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

## Incomplete Grades

An incomplete ("I") grade in a course does not have an immediate effect on a student's semester GPA. A meeting arranged by the student with the instructor is held to discuss the reason for the incomplete grade. A contract between the student and instructor, stating the details and time schedule of work that is to be made up, must be agreed upon and signed. After all work is completed, the instructor will make the proper grade changes for the student's permanent record. Incompletes are approved only for unusual circumstances with appropriate documentation.

## Instructor Initiated Withdrawal

When a student has missed 20 percent of scheduled class time (excluding college-related activities), the instructor has the *option* to withdraw the student from the class. (Instructors will include their Withdrawal Policy in all first day course hand-outs/syllabi.) Instructors may only submit withdrawals during the College's regular withdrawal period. To withdraw the student, the instructor will do the following:

1. Notify the student through Enrollment Services that she or he is subject to academic withdrawal based on the Instructor Initiated Withdrawal Policy. The student will receive a notice through Iowa Central email and regular mail of the impending withdrawal.
2. The student has the option of appealing the withdrawal. To do so, the student must begin the process within five days of receiving the notice. The student has the right to continue attending class during the appeals process.

Note: After the student has been withdrawn, she or he will once again be notified through Enrollment Services of the action. If the student has received no notification, she or he should assume the withdrawal has not taken place and will receive an "F." The "F" or "W" could affect the student's GPA, insurance, scholarships, grants, etc. Students who quit attending class and receive no notice of withdrawal are responsible for their withdrawal.

### Appeal Process

If the student wants to appeal the withdrawal, she or he must first discuss the problem with the instructor after which the appeal process will follow this order:

1. Department Chair.
2. Vice-President of Instruction.
3. President.
4. Board of Trustees.

## Insurance Information

### Accident and Health Insurance

A student accident health insurance plan is available. Forms may be picked up in Room 116 of the Applied Science & Technology Building. Questions regarding a claim should be directed to the Student Health Nurse, Ext. 1047.

### Athletic Injury Insurance

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

## International Students

### International Student Advisor - Ext. 1175

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

## Job Placement Services

### Career Development Coordinator - Ext. 1286

[www.iowacentral.edu/career\\_development/index.htm](http://www.iowacentral.edu/career_development/index.htm)

The Iowa Central Career Development and Placement Office, located in the Appleid Science & Technology Bulding and on-line, assists students and graduates seeking employment. Services available include; on-line job listings, career/job fair, career planning resources, resume assistance, cover letter and follow-up letter tips, job seeking resources, graduate employment report, employer resource information and on-campus interviewing.

Students undecided about their future vocation have an opportunity to take vocational aptitude and interest tests. There are also computerized career decision-making and college search programs available. Students may utilize these services through the Student Success Center.

## Library

### Circulation Desk - Ext. 1155

The Iowa Central Library is located in the heart of the campus in the new Student Learning Resources Building. The Library houses approximately 40,000 books, 3,000 videos, and over 300 periodical subscriptions. The Library also provides computers, printers, headphones, and DVD players for student use. Photocopying and color printing are available for a nominal fee.

Students needing help with research will find the Library staff a valuable resource. It doesn't matter whether your question is very simple or highly complex, the Library staff is here to assist you. After gathering your resources in the Library, the tutors in the Student Success Center are able to help you edit your final product.

The Library also offers a number of online services that are available both on and off campus: EBSCOhost is a periodical database that offers access to thousands of articles, many available in full-text; WilsonWeb provides resources in science, health, and topics currently in the news; WilsonWeb Art Gallery is a collection of reproducible artistic images from museums around the world; NAXOS allows students to listen the world's most comprehensive collection of classical and jazz music; Opposing Viewpoints Resource Center is an electronic version of the immensely popular Opposing Viewpoints series which provides a balanced look at hundreds current issues.

The Library and Student Success Center also provide students with online tutorial help through SmarThinking.com. Students can get up to 7 hours each year of help with English, Math, Science, Business or just about any other field of study through this online service. SmarThinking.com is accessed through TritonPass and is available 24/7.

## Lost and Found

### Admissions Office - Ext. 1009

Each year, items such as purses, keys, glasses and coats are turned in and eventually returned to the individual who has lost the item. For information about a lost or found item, call the Enrollment Management & Student Development Receptionist at Ext. 1009.

## **Online Bookstore**

**Coordinator - Ext. 1082**

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

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

## **Parking Regulations**

Parking is NOT allowed:

- Outside a marked space.
- In areas marked with slanted yellow lines.
- In spaces marked for the physically disabled.  
(unless have permit or handicapped license plates)
- In front of loading zones.
- In more than one space.
- In visitor parking spaces.

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

November through April: In case of inclement weather all vehicles must be removed from campus by Midnight or one hour after classes are canceled. Vehicles left will be towed.

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

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

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

## **Phi Theta Kappa**

**Advisor - Ext. 1080**

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



## President's List/Dean's List

**Public Information Office - Ext. 1055**

The following criteria are needed to be named to the President's List or the Dean's List: 1) Developmental courses will not be considered as part of the criteria (grade point average and credit load); 2) Grades must be posted on transcript within three full weeks of the end of the term; 3) Calculated at the end of each semester; 4) Must have completed 12 credit hours that provide quality points for the Grade point average for that semester (e.g. pass credit does not provide quality points); 5) Grade point average for that semester for the Presidents List must be 4.0 (not cumulative), Grade point average for that semester for the Dean's List must be 3.50-3.99 (not cumulative). Iowa Central pins may be picked up at each of the Centers (Enrollment Services in Fort Dodge) for those who qualify.

## Requital Of Grades

**Registrar - Ext. 1020**

### **Definition:**

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

### **Eligibility Guidelines:**

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

### **Results:**

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

## Residence Life

**Director of Housing - Ext. 1086**

**Assistant of Residence Life - Ext. 1087, 1088, 1359**

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

## Residency Policy Guidelines

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

### **Determination of Residency Status**

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

- A. The Enrollment Management Office may require written documents, affidavits, or other related evidence deemed necessary to determine why a student is in Iowa. The burden of proof is upon the student.

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

1. 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 Enrollment Services Office.

## Scholarships

**Director, Financial Aid - Ext. 1035**

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

A number of scholarships are made by the College and by the private donors who contribute to the scholarships program. These awards are based on a person's scholastic record and activity involvement. You may fill out the general scholarship application that can be obtained from the Admissions Office or on Iowa Central's website. Around February 2010 the 2010-2011 Foundation Scholarships will be available to apply for. Please watch your Iowa Central e-mail for the announcement pertaining to these scholarships. Students are awarded scholarships based on past achievements; however, scholarships are renewed for the next term based on stipulations stated on the scholarship contract. Scholarships can be made unavailable to students who do not complete the stated agreement.

## Scholastic Dishonesty

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

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

One is plagiarizing if one:

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

One is cheating if one:

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

### **Disciplinary Action by the Instructor**

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

## Security

Iowa Central has a security team of five people who work various hours of the day. If you have a problem, please call 574-1000 and someone will assist you.

## Smoking/Tobacco Policy

Because the College wishes to provide a safe and healthy environment for students and staff, the use of tobacco products (including chewing tobacco) will be prohibited in College facilities, College vehicles and on College grounds.

## Special Accommodations

**Coordinator, Special Needs - Ext. 1045**

In compliance with Title II of the Americans with Disabilities Act, Iowa Central Community College will provide reasonable accommodations to qualified individuals with a disability, upon request. Please make such requests to the Coordinator of Special Populations.

## Statement of Nondiscrimination

### Affirmative Action Officer / EEO - Ext. 1050

Iowa Central Community College shall not illegally discriminate on the basis of age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, disability, or military service. Any inquiries concerning the College's Affirmative Action/Equal Opportunity policy should be directed to the Affirmative Action Officer, One Triton Circle, Fort Dodge, Iowa 50501.

## Student Conduct Code

### All Students

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

### Iowa Central Athletes and Students

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

## Student Discipline Policy

Iowa Central Community College is committed to providing a safe, orderly and healthy environment where all students can learn. Appropriate behavior and respect for property and all persons is expected from all students. Student behavior which interferes with an effective learning environment is considered a breach of discipline and will not be tolerated.

The following are examples of, but are not limited to, behaviors which will result in disciplinary action:

1. actions which show insensitivity, intolerance or discrimination on the basis of race, creed, color, national origin, gender, sexual orientation, religion, or disability;
2. disorderly behavior which includes: harassment, intimidation, annoyance, assault to another person, unlawful or unapproved actions of protest, or usage of non-verbal or verbal communication;
3. disobedience of College's rules, regulations, policies, laws of State of Iowa or federal laws;
4. insubordination to College personnel requests;
5. sexual harassment, defined as an unwelcome sexual advance, request for sexual favor or other verbal or physical conduct of a sexual nature which has the purpose or effect of unreasonably interfering with an individual's College performance or which creates an intimidating, hostile or offensive College environment;
6. conspiracy, defined as an agreement or combination between two (2) or more persons to engage in a course of criminal conduct;
7. possession or use of dangerous objects;
8. trespassing;
9. arson;
10. possession, sale or attempted sale of a controlled substance or a "look alike" or "imitation" controlled substance; and
11. criminal mischief, theft, destruction of property.

Iowa Central Community College may discipline students for breaches of disciplinary rules where the breach occurs:

1. while on College property;
2. while on or in College-owned-and-operated vehicles or college-chartered vehicles;
3. while engaged in or attending a College related, sponsored or approved activity;
4. off campus and, in the discretion of College administration, the breach is of such a nature that suspension and/or expulsion from College is warranted to ensure a safe, orderly and healthy College environment; and
5. where the student is a representative of the College and his/her behavior has a negative impact on the College.

The College will strive to inform students of the rules and regulations and uniformly implement discipline. However, circumstances may prohibit the application of uniform discipline.

Each teacher is the administrator and implementor of rules to maintain appropriate classroom discipline. Where a breach of discipline occurs in the classroom, a teacher may enforce discipline, including the removal of a student from class. If necessary, the teacher may recommend probation and/or suspension or expulsion to the Vice President of Instruction or Vice President of Enrollment Management & Student Development. Either Vice President may place a student on probation and/or suspend or recommend expulsion based on information received from the faculty member. If an incident occurs outside the classroom, the Vice President of Enrollment Management & Student Development (or a person acting in his/her behalf) may place a student on probation and/or suspend or recommend expulsion based on information received or investigation. In all cases, if the Vice President places a student on probation and/or suspends or recommends expulsion the Vice President shall provide written notification to the President of the action or recommended action to be taken which shall include the reason for the disciplinary action. Upon notification of disciplinary action, the College President shall provide written notification of the disciplinary action to the student as provided under the "Due Process Requirements" set out in this policy. If the incident warrants expulsion, the Vice President may recommend expulsion to the President.

A student who commits a subsequent infraction while on probation and/or suspension can be dismissed or expelled immediately based on the infraction even if the infraction was not the original reason for the suspension or probation.

#### **Due Process Requirements for Probation or Suspension**

The Vice Presidents of the College are empowered to summarily suspend any student for up to ten (10) days or place a student on probation for a designated length of time for an alleged or suspected breach of a disciplinary rule where the breach warrants such action.

Upon suspension or probation, if possible, the President or his/her designated representative shall notify the student in writing that the student has been suspended for a period of time not to exceed ten (10) days or has been placed on probation for a designated length of time. The notice will be mailed no later than two (2) days from the effective date of suspension.

The notice shall state that the student will be afforded an opportunity to meet to discuss informally the basis for the disciplinary action with the College President or his/her designated representative. The notice shall state that the student's request may be oral or in writing and that the student will be afforded an opportunity to informally discuss the disciplinary action within forty-eight (48) hours after his/her request.

The College President may provide the student, as part of the informal discussion, the opportunity to bring witnesses on his/her behalf or present any other information that may be relevant to the alleged breach of discipline.

A suspension may not exceed ten (10) days without a hearing with the President to consider an indefinite suspension (suspension in excess of ten (10) days) or expulsion. Absent a hearing to consider an indefinite suspension or expulsion, a suspension will terminate following the tenth day of suspension.

### **Due Process Requirements for Expulsion or Indefinite Suspension**

The College President may suspend or expel a student. Notice for indefinite suspension or expulsion shall be mailed to the student at his/her last known address or delivered personally, if possible. The notice shall state whether the student be indefinitely suspended or expelled and the basis for the suspension or expulsion. The notice shall state that the student is afforded the opportunity to appeal the decision to the Board of Directors to present evidence, call witnesses and confront witnesses at a private hearing with the Board or a committee of the Board. The notice shall state that the student may be represented by counsel if he/she so desires. The student has five (5) days to appeal to the Board the President's decision to expel or suspend.

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

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

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

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

Prior to the hearing, the student or his/her representative will be permitted to examine copies of documents to be used in the hearing and to discuss the matter with administrators, teachers and/or other witnesses.

A student who is suspended indefinitely or expelled may be considered for readmission to Iowa Central Community College at any time and upon any condition determined by the College. A student may be expelled for a semester, for a complete school year, or from ever returning as a student to Iowa Central Community College.

## **Student Government**

**Director, Student Life and Activities - Ext. 1347**

**Advisor, Student Senate - Ext. 1193**

Iowa Central's Student Government consists of a governing body known as the Student Senate. The purpose of the student government is to see that all students enrolled at Iowa Central Community College have the opportunity to achieve the best education. Guidelines of the Student Government can be found below. Meetings of the Student Senate begin each September, and all students are encouraged to attend and to get involved by becoming a member. Representatives are needed from organizations such as BPA, publications, residence halls, athletics, music, drama, intramural, Honor Society, non-traditional students, international and minority students, and members at-large from each of the four Centers. If you wish to become a member, see either the person in charge of the above organizations or the Center Director. You can also become involved by contacting the Student Activity Office on the Fort Dodge campus.

**Constitution of the Student Body  
Iowa Central Community College**

This is the student-approved constitution text:

**ARTICLE I.....NAME**

The name of this organization shall be the Iowa Central Community College Student Senate.

**ARTICLE II.....OBJECT**

The purpose of this organization is to see that its membership has the opportunity to achieve the best education.

**ARTICLE III.....MEMBERSHIP**

Any student enrolled at Iowa Central Community College shall make up the membership of this organization.

**ARTICLE IV .....GOVERNING BODY**

The governing Body shall be the Student Senate composed of representatives from their Student Body.

**SECTION 1: ELIGIBILITY REQUIREMENTS FOR STUDENT SENATE:**

- A. Members shall be full-time students according to the College Catalog.
- B. Any member of the Student Senate shall be suspended and dropped from the roll of Student Senate membership for failure to maintain a minimum 2.0 GPA (rounded to the nearest tenth).

**SECTION 2: COMPOSITION OF MEMBERSHIP OF STUDENT SENATE**

- A. The Senate shall consist of a President, carry-over members, and members appointed in the Fall.

**SECTION 3: VACANCIES IN THE SENATE**

- A. Vacancies in the Senate shall be determined by the Senate.
- B. A Senate member may be asked to resign for not attending meetings after being notified twice (must be voted out by a 2/3 majority vote of total membership).
- C. Any Senate member who misrepresents said Senate by word or deed may be reprimanded for such action. The member in question may be voted out of the Senate with a unanimous vote of the total membership, excluding the accused.
- D. The Defendant shall have the right to appeal this decision with the Student Government.
- E. The President shall determine the procedures and possibilities of filling Senate vacancies. The Senate shall then vote for its choice.

**SECTION 4: CARRY-OVER MEMBERS**

- A. Senate members will be eligible for a maximum of (4) credit hours at one credit hour per semester and will be eligible to receive scholarships for a maximum of four semesters.

**SECTION 5: MEETINGS OF THE SENATE**

- A. The Senate shall meet at least once a week.
- B. Regular meetings and special meetings shall be held at the convenience of the Senate members.
- C. The President shall have the power to call special meetings.
- D. A quorum in Senate meetings shall consist of one more than half the total membership.
- E. The advisor to the Student Senate shall be notified of every meeting prior to or at the same time the members are.

**SECTION 6: POWERS OF THE SENATE**

- A. The Student Senate shall allocate the anticipated next year's monies to College organizations each Spring via budget requests from the various organizations. Athletics shall be allocated a certain percent of those funds (presently 42-percent) and to change this percentage, proposals must be presented and passed by both the Student Senate and the Administration.

- B. Any change in Activity Fees charged to students each year must be approved by the Student Senate before being presented to the Board of Trustees for approval.
- C. Any non-budgeted item spending involving reserve funds by the Administration shall be planned for in advance and the request presented to the Student Senate for approval at any regular business meeting. Items that might need to be purchased during the summer shall be presented at the first meeting in May. Any purchases arising from unforeseen spending during summer months shall be reported to the Student Government when classes resume in September.
- D. The Senate shall govern all Senate social activities, and special student elections.
- E. Any Senate business that pertains to College policy shall be approved by the President of the College and Board of Trustees before it becomes effective.
  - 1. The President of the College shall have the opportunity to make a decision on the Senate's proposal, including a decision that it must be taken to the Board of Trustees and action should be taken at the next scheduled Board meeting.
  - 2. If the President of the College rejects the proposal, the Senate has the right to appeal and may take it to the Board of Trustees for action.
- F. All clubs and organizations shall turn in year-end reports to the Senate every spring stating members' names, honors received by members, and activities undertaken by the club during the year.

**ARTICLE V ..... OFFICERS**

The officers of the Student Senate shall consist of the President, the Vice-President of Political Action, Vice-President of Community Service, the Secretary/Social Life Chair, the Publicity Chair, and the Social Activities Chair..

**SECTION 1: QUALIFICATIONS TO HOLD OFFICE**

- A. The President shall be a full-time student according to the catalog (minimum of 12 semester hours) enrolled for the fall semester in the year for which they are running.
- B. The President shall have a cumulative grade point average of 2.0 (rounded to the nearest tenth) or above.

**SECTION 2: ELECTION OF THE PRESIDENT**

- A. Voting procedures for the following year shall be determined by the Student Senate by April 1 of each year as follows:  
The options are:
  - 1. If two or more eligible Student Senate members wish to be next year's President, the Senate may consider those to be the only candidates and an "In-house" election be done by a secret ballot, simple plurality winner.
  - 2. The same as #1 basically, except no "In-house" election, and the election to the entire Student Body for voting.
  - 3. If less than two eligible Student Senate members wish to be next year's President, then that senate member may be a candidate.
- B. Candidates shall be determined by April 15 and elections shall be completed by April 30th.

**SECTION 3: TERM OF OFFICE**

- A. The President shall begin office the day after Commencement and shall terminate office the following Commencement.



**SECTION 4: ELECTIONS OF THE VICE-PRESIDENT OF POLITICAL ACTION, THE VICE PRESIDENT OF COMMUNITY SERVICE, THE SECRETARY/CAMPUS LIFE CHAIR, THE PUBLICITY CHAIR, AND THE SOCIAL ACTIVITIES CHAIR**

- A. The Vice-Presidents, Secretary, and Committee Chairs shall all be elected following the election of the President on the same date.
- B. The outgoing President shall conduct the elections proceedings.
- C. The Vice-President of Political Action and the Political Action Committee shall conduct the election process.
- D. Student Senate members wishing to run for office need to notify the Political Action Vice-President before April 15 to be listed on the official election ballot.
- E. Officers will be elected by a plurality of the votes cast for each office.

**SECTION 5: VACANCIES IN THE SENATE**

- A. The Vice-President shall serve as President in event of a presidential vacancy.
- B. Vacancies in any other officer position shall be filled in accordance to the election process.

**SECTION 6: DUTIES OF THE OFFICERS**

- A. The President shall preside at all Senate meetings, have the power to call special meetings, appoint all needed committees, and see to the proper execution of all motion proposed by the Senate. He or she has no voting privileges of Senate matters except when the Senate has a tied vote.
- B. In the absence of the President the order of succession shall be as follows: VICE-PRESIDENT OF POLITICAL ACTION, THE VICE-PRESIDENT OF COMMUNITY SERVICE, THE SECRETARY/CAMPUS LIFE CHAIR, THE PUBLICITY CHAIR, AND THE SOCIAL ACTIVITIES CHAIR and shall, in the absence of the President preside at the Student Senate meeting and carry on duties of the President.
- C. The Vice-President of Political Action shall oversee the Political Action Committee and conduct the election for student senate offices, and organize political events on campus.
- D. The Vice-President of Community Service shall oversee the Community Service Committee and organize community service projects.
- E. The Secretary/Campus Life Chair shall keep the minutes of all meetings and shall publish them on Student Senate's WebCT and cause copies of the same to be filed with the Director of Student Activities. The Secretary/Campus Life Chair shall also act as a liaison between students and the student senate.
- F. The Publicity Chair shall oversee the Publicity Committee and organize publicity for events sponsored by student senate. The Publicity Chair should also provide press releases to area news agencies regarding Student Senate sponsored events.
- G. The Social Activities Chair shall oversee the Social Activities Committee and shall organize college social events as determined by the student senate.

**ARTICLE VI.....AMENDMENTS TO THE STUDENT SENATE CONSTITUTION**

**SECTION 1: AMENDMENT PROPOSALS**

- A. Amendment proposals to this constitution may be presented in the following ways:
  - 1. By a Senate member at any regularly scheduled Senate meeting. To pass this type of amendment proposal requires a two-thirds vote of Senate members present.
- B. There shall be a waiting period of at least one week from the time the amendment proposal is presented to the Senate and the Senate's action on the amendment proposed.
- C. The person proposing the amendment shall act as spokesman for the proposals throughout the proceedings for shall work in conjunction with the Political Action Committee for such change.
- D. If the Senate approved the amendment proposal, the proposal is considered accepted by the Student Body of Iowa Central and shall be presented to the Vice-President of Enrollment Management and Student Development as well as the President of the College.
- E. If the Senate does not approve the amendment proposal, it shall be defeated and may not be presented for at least one semester after a no-pass decision.

## **SECTION 2: ADMINISTRATION APPROVAL**

- A. The President of Iowa Central Community College, after being presented the student-approved amendment proposal, shall take action according to 6e, of Article IV.

## **BYLAWS**

### **STUDENT GOVERNMENT CONSTITUTION**

Adopted April 12, 1988

### **MEMBERSHIP OF STUDENT SENATE**

- A. Carry-over members shall be any present member who wished to be a member next year (and is eligible according to Article IV, Section 1).
  1. Carry-over members shall not represent any particular organization, but shall represent all students in general.
- B. At-large members of the Student Senate are from the general student body and are to be elected by the student bodies of the Storm Lake, Webster City and Fort Dodge Centers.

### **ELECTION OF THE PRESIDENT**

- A. Under the options for voting for the President, the definition of the word plurality is the most votes cast.

### **STIPEND FOR STUDENT SENATE PRESIDENT**

- A. The Iowa Central Student Government President shall be awarded up to a \$500 per semester stipend for each semester of his or her term in office allocated by and from the budget of the Coordinator of Student Life and Activities. Any member of the Student Senate may talk to the Advisor and ask for a special meeting of the Senate to vote on disbursement of a stipend if the President is not performing or is not deserving of the full stipend. Said meeting shall be held within two weeks prior to disbursement and a simple majority of members present is needed to lower the amount of stipend by written ballot. The President shall not take part in the vote. The Advisor decides on tie votes.
- B. The stipend for the Vice-President of Political Action, Vice-President of Community Service, the Secretary/Social Life Chair, the Publicity Chair, and the Social Activities Chair shall be awarded up to \$300 per semester for each semester of his/her term in office at the discretion of the Advisor.
- C. Student Senators shall receive up to \$200 per semester at the discretion of the Advisor.
- D. Disbursement of each semester stipend shall be awarded and/or postmarked no later than two weeks after the official end of each semester.

## **Student Health Services**

### **Student Nurse - Ext. 1047**

Student Health Services is located in the Applied Science & Technology building. A registered nurse is available as a resource for the health concerns of students. The service offers emergency treatment for injury or illness and assistance in obtaining the services of local physicians and agencies, if necessary. Confidential counseling on health related problems is available. The service also provides health awareness programs on stress, nutrition, substance abuse, wellness issues etc. A student accident and insurance plan is available.

## Student ID'S

### Help Desk - Ext. 1111

New for Fall 2009, students living off campus must go to the Help Desk to obtain a Photo ID. Each student must have an ID to check out Library materials, attend events around campus and pick-up financial aid refund checks in the business office. Students must have Financial Clearance on their bill before an ID is issued. The ID card will have the student's name, ID number, and a photo. The ID is valid for an entire academic year. Student ID's are no longer available in the Student Records Office. Students will be issued their first ID at no charge, but will be charged a replacement fee of \$5.00 for the first replacement ID, and \$20.00 for each additional replacement ID. Replacement fees must be paid in cash at the time the replacement ID is issued.

## Student Mailboxes

### Mail room - Ext. 1043

Students who live on campus are assigned a mailbox after completing a [Request for Mailbox](#) form. The form is available on the housing tab of Iowa Central's home page or at the mail room.

Incoming mail is processed Monday through Friday and will be available by 12:00 noon. Packages may also be received in the mail room. Lost keys can be replaced at a charge of \$25.00. If the lost key is found, the charge will be credited to the student's account.

All students are required to do a mail room check out at the end of the spring semester. (If leaving the dorms mid-year, key must be returned before leaving.) Any student who does not turn in their key will be charged \$25.00 for the replacement. There will be NO refunds after 30 days. First class mail will be forwarded for four weeks, only if the check out process has been completed.

## Student Rights and Responsibilities

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

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

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

- Educational records, the student should follow the review/grievance procedures in Board Policy Number 404; Student Handbook, Pages 16, 20, 24 (FERPA)
- A finding of scholastic dishonesty, the student should follow the appeal process in Board Policy Number 407; Student Handbook, Page 35 (Scholastic Dishonesty)
- A student grade, the student should follow the review procedure in Board Policy Number 408; Student Handbook, Page 24 (Grade Appeal)
- Conduct by the instructor perceived by the student to be a violation of the College's non-discrimination/harassment policy, the student should follow the complaint procedure in Board Policy Number 414; or Student Handbook, Page 26 (Harrassment)

- A student may have other academic concerns and complaints about a particular classroom experience, specific curricular matters, instructor conduct in the classroom or in another instructional setting that adversely affects the learning environment, misuse of instructor authority to promote a political or social course within an instructional setting, inequities in assignments, scheduling of examinations at other than published times. If such concerns arise the student should follow the procedure in Board Policy 415 described below:
  1. Ordinarily, the student should first attempt to resolve the concern with the instructor.
  2. If after meeting with the instructor, the student believes his/her concern is not resolved, or, if the student does not feel, for whatever reason, he/she can directly approach the instructor, the student should meet with the chair person of the department/program. This meeting shall be scheduled within 10 calendar days after meeting with the instructor. The department chair shall investigate the concern fully, including meeting with the instructor and the student and attempt to resolve the concern.
  3. If the concern is not resolved to the satisfaction of the student, the student may submit within five calendar days after the meeting with the department chair, a written summary of his/her concern to the Vice-President of Instruction. The Vice-President will confer with the department chair, the instructor, and the student in an attempt to resolve the concern.

## **Student Success Center**

### **Circulation Desk - Ext. 1155**

The Student Success Center is located within the Library in the new Student Learning Resources Building. The Student Success Center is staffed by tutors who help students study for class, assist students with the use of computers, and help students review the papers they write. Sessions with tutors can be by appointment or walk-in service. Hours of tutor availability are posted in the Library.

The Library and Student Success Center also provide students with online tutorial help through SmarThinking.com. Students can get up to 7 hours each year of help with English, Math, Science, Business or just about any other field of study through this online service. SmarThinking.com is accessed through TritonPass and is available 24/7.

## **Student Support Services/TRIO**

### **Director - Ext. 1165**

Student Support Services, a federal grant TRIO program funded by the U.S. Department of Education, is designed to help students achieve academic and personal success in college. 23 colleges and universities in Iowa host SSS programs and these programs serve over 4400 college students. SSS at Iowa Central Community College offers a variety of services to enhance students' potential to successfully complete their educational program. Services offered include: peer tutoring, academic advising, transfer assistance, information workshops, financial aid and grant aid assistance, cultural and social activities, a study and computer area, textbook and laptop check-out, proofreading, career advising and job shadowing.

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

Stop by or call Ext. 1164 for more information.

# Technology at Iowa Central Community College

## Institutional Technology - Ext. 1115

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



### **Help Desk**

Help Desk – Ext 1111 (Off Campus 515-574-1111 or 1-800-362-2793, Ext. 1111)  
Iowa Central's help desk is a centralized location for support with physical facilities, media, information services and technology related phone calls or walk-in assistance. The help desk is located in the Student Support Services Building in Room 109. The help desk will be staffed Monday thru Thursday from 7:30 a.m. to 8:00 p.m., and Fridays from 7:30am until 4:30pm. You may also contact the help desk anytime via email at [help@iowacentral.edu](mailto:help@iowacentral.edu).

### **TritonPass**

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

How to log into TritonPass:

1. Go to Iowa Central's homepage (<http://www.iowacentral.edu>)
2. Use the drop down menu at the top of the web page (Iowa Central Quick Links) select Student E-mail Directory
3. Type your last name into the last name text box and click "Search Student E-Mail Directory"
4. Your username is your last name with a number behind it. For example; if your name was John Doe, the user name would be listed as Doe1
5. After you have found your username, return to the Iowa Central home page and click on TritonPass.
6. Enter your username then enter your password; your password is the first three letters of your last name in UPPERCASE and the last four digits of your social security number. For example: if your name was John Doe and your SSN was 123-45-6789 then your password would be DOE6789
7. If you have followed the instructions to log into TritonPass and are having issues, please contact the help desk.

### **WebAdvisor**

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

### **Email**

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

### **iNET**

iNET is a learning management system that allows you to take classes via the internet in a variety of different formats.

FlexNet courses are taught via the internet using iNET. You can enroll in a FlexNet course at any time throughout the semester, and you have 15 weeks to complete the course from the time of enrollment and payment. FlexNet courses do not have weekly assignments, but it is highly recommended for students to stay on task.

Online courses are taught via the internet using iNET. Each course begins and ends with the semester. The first day of the semester is the first day of the course. Assignments and discussion postings are required for each week of the course.



### **ResidentNet**

ResidentNet is the student residence halls network for on campus living (not including the towers dormitory). If students would like to apply for a network connection, or are having phone, cable TV, or network connectivity related issues, they may visit or contact the help desk office.

## **Testing Center**

### **Ext. 1160**

The Testing Center is located within the Library in the new Student Learning Resources Building. The Testing Center administers make-up tests for Iowa Central courses as well as standardized tests such as COMPASS, CLEP, A+/Network+, etc...

A complete list of the Testing Center Guidelines is posted in the Testing Center but a few policies students need to be aware of are listed below:

- All testers must present a photo ID that shows their first and last names.
- Testers are responsible for providing their own testing tools, including Scantron sheets.
- In accordance with College guidelines, children are not allowed to accompany students when testing nor can they be left unattended in the Library.
- Whenever possible testers are encouraged to schedule a time to take their tests.
- Testers exhibiting rude or disruptive behavior will not be allowed to test in the Testing Center.
- Personal items such as cell phones, hats, coats, purses, book bags, and snacks are not permitted in the Testing Center.
- Testers can take up three make-up/proctored tests in the Testing Center per day as long as they are not from the same course.
- Final exams cannot be taken in the Testing Center.
- All testing must be completed and turned in prior to closing time. Hours of operation are posted in the Testing Center.
- Tests must be completed in one sitting and be turned in before the tester leaves the Testing Center.

## **Tobacco/Smoking Policy**

Because the College wishes to provide a safe and healthy environment for students and staff, the use of tobacco products (including chewing tobacco) will be prohibited in College facilities, College vehicles and on College grounds.

## **Transcripts**

### **Students Records Office - Ext. 1022, 1023**

To have a transcript sent, a student must fill out the online transcript request on the Iowa Central homepage, [www.iowacentral.edu](http://www.iowacentral.edu). The Student Records Office does not take transcript requests by phone. When requesting a "Final" transcript to be sent out (which includes grades from the present term), a student's account balance must be paid in full before the transcript is released. Students can view the status of their transcript request by logging on to WebAdvisor and clicking on "Transcript Request Status".

## Transfer of College Credit into Iowa Central

When evaluating transcripts from other regionally accredited, post-secondary institutions, Iowa Central considers the guidelines of AACRAO (the American Association of Collegiate Registrars and Admissions Officers). Iowa Central requires a paper copy of an official transcript sent by the other college to the Student Records Office before credit is placed on the Iowa Central transcript. A student must have 12 semester hours of credit at Iowa Central for transfer credit to be transcribed.

**Transfer courses are evaluated in respect to the program and/or major that the student is seeking at Iowa Central:**

All courses taken, including "F"s, are transferred in and are included in the GPA for students seeking an AA or AS degree. Students are encouraged to repeat the "F" courses at Iowa Central in order to improve their GPA.

Only courses required by the program are transferred in for the AAS degree and the one year diploma programs.

Military credit transferring in is based on ACE (American Council on Education) recommendations. Credit is not given for military basic training nor for MOS (Military Occupational Specialty) training.

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

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

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

## Tuition Refunds

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

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

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

## Veterans

**Assistant Registrar - Ext. 1021**

Qualified veterans are eligible for G.I. benefits at Iowa Central. Early arrangements should be made with the Veterans representative in Financial Aid. In order for GI benefits to be certified each term, students must contact the certifying official to complete the formal request.

## **Vocational Rehabilitation**

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

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

## **WebAdvisor**

For WebAdvisor information, see "Technology at Iowa Central" section on page 45.

## **Withdrawal from College**

**Director of Enrollment Management - Ext. 1008**

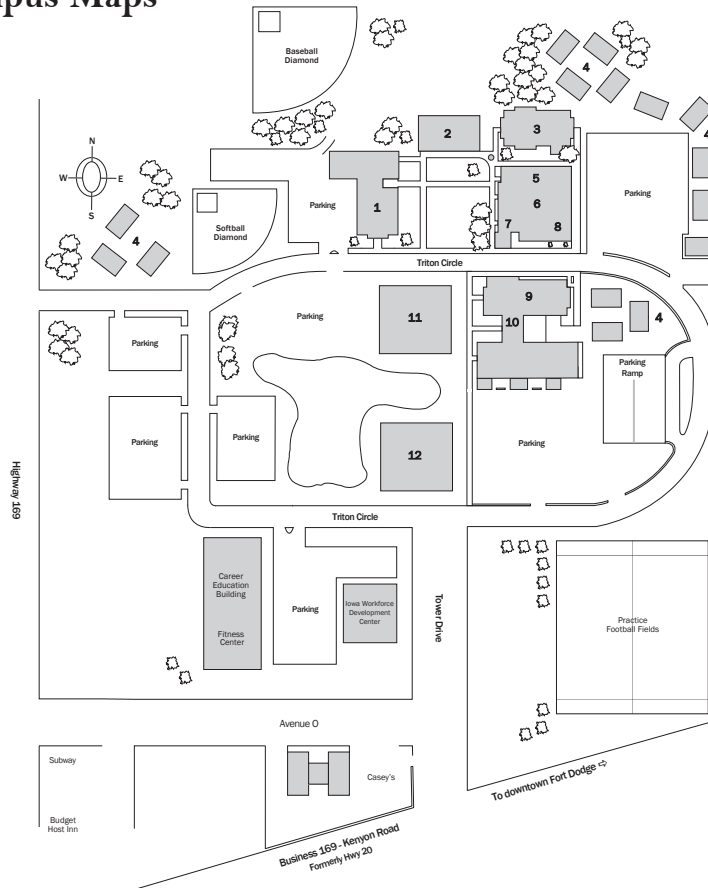
A student who finds it necessary to withdraw from all college courses before the end of the regular term should confer immediately with his or her advisor and then make application to the Student Records Office for total withdrawal. Failure to do so may result in the issuance of failing grades in all subjects for which the student enrolled. There is no withdrawal via telephone. Students may withdraw in person or online. To withdraw in person, students should see a member from Enrollment Services and fill out the paper Total Withdrawal form. Students choosing to withdraw online should log-in to WebAdvisor, click the "Drop/Withdraw from Class" link and complete the online withdrawal. Students receiving Federal Stafford Loans, will be directed to online exit counseling and the deadline for completing exit counseling will appear on the page. If the student fails to complete exit counseling before the deadline, the withdraw request is deleted from the system. The student will then have to fill out a new request and the withdraw will be processed as of the new request date. Once Exit Counseling is completed, the student returns to the "Drop/Withdraw from Class" link to submit the exit counseling confirmation number.

## **Work-Study**

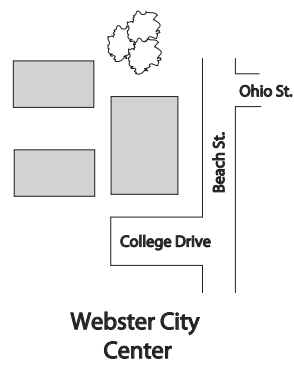
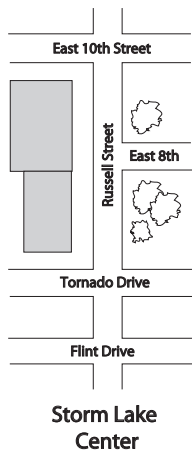
**Coordinator, Financial Aid - Ext. 1033**

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

# Campus Maps



- Building Guide**
- |                              |                       |  |
|------------------------------|-----------------------|--|
| 1 - Student Support Services | 5 - Hanson Center     | 9 - Applied Science & Technology Building  |
| 2 - Liberal Arts Building    | 6 - Hodges Fieldhouse | 10 - Homeland Security                     |
| 3 - Science Building         | 7 - Music Department  | 11 - Student Resource Center / Bookstore   |
| 4 - Resident Apartments      | 8 - Decker Auditorium | 12 - Bioscience & Health Sciences Building |



# Iowa Central Community College

## Release of Information

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

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

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

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

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

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

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

I understand that this release agreement is only valid for the school year of \_\_\_\_\_ (example 2009-2010).

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

# Iowa Central Community College

## Nondisclosure of Directory Information Request

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

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

Students requesting non-disclosure understand that their name will not appear in the graduation program, in sports bulletins, music & theater brochures, honor rolls, home town newspapers, etc.

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

*Please Print*

---

(Last Name)

(First Name)

(Middle Name)

---

(Signature of Student)

(Date)

---

(Student ID Number)

**Submit this form to Student Records**

Revised 6/4/09