

2011-2012 Student Handbook

Iowa Western Community College



Iowa Western
caring commitment challenge

The information contained in this handbook is correct as of May 1, 2011 and is subject to cancellation or change without notice. This handbook cannot be considered as an agreement or contract between individual students and Iowa Western Community College, its faculty, staff, administrators, or directors.

Iowa Western Community College is committed to providing equal educational opportunity and forbids unlawful discrimination on the basis of race, color, religion, national origin, physical or mental disability, age, sex, sexual orientation, gender identity, ancestry, pregnancy, marital status, or medical condition. Equal educational opportunity includes: admission, recruitment, extracurricular programs and activities, housing, facilities, access to course offerings, counseling and testing, financial assistance, student employment, and athletics. In keeping with this policy of equal educational opportunity, the college is committed to creating and maintaining an atmosphere free from all forms of harassment.

Iowa Western Community College is accredited as an Academic Quality Improvement Program (AQIP) institution by the Higher Learning Commission of the North Central Association of Colleges and Schools. Individuals should direct their questions, comments or concerns to the Higher Learning Commission, 30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504, 800-621-7440 or (312) 263-0456, fax (312) 263-7462.

**Iowa Western Community College
Employment and Educational Equity Coordinators**

**Equal Employment Opportunity/
(Disability)**

Affirmative Action Coordinator

Director of Human Resources
2700 College Road
Council Bluffs, IA 51503
(712) 325-3234

Section 504 Coordinator ADA

Dean of Student Success Programs
2700 College Road
Council Bluffs, IA 51503
(712) 325-3345

Title IX Coordinator (Gender Equity)

Dean of Student Life
2700 College Road
Council Bluffs, IA 51503
(712) 325-3207

Sexual Harassment Complaints

Involving Employees:
Director of Human Resources
Student-to-Student:
Dean of Student Life

Welcome

We are pleased you have selected Iowa Western Community College to begin your college education. We have a long-standing tradition of providing quality learning experiences throughout southwest Iowa, and we are dedicated to providing you with a valuable education. All of us at IWCC are committed to challenging our students to achieve their best in a caring, nurturing environment. We believe we are here to help you excel in meeting your higher education needs.

We encourage you to enhance your learning experience by utilizing the many services and participating in the activities offered by IWCC. You will find that participation outside the classroom provides opportunities for additional learning and for building support networks.

This student handbook is designed to answer most of your questions. However, if you have additional questions or need clarification on any subject pertaining to your enrollment at IWCC, please ask any staff member for assistance.

Iowa Western has many opportunities available to serve the diverse interest of our students, while small enough to care about your personal success.



Dr. Dan Kinney
President

MISSION STATEMENT

Iowa Western Community College is a learning college committed to excellence in meeting educational needs and improving the quality of life through programs, and partnerships and community development.

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**Council Bluffs Campus
Information Quick Reference**

Academic Support Center	Student Center – 2 nd Floor	325-3494	Tutoring@iwcc.edu
Athletic Department	Kanesville	325-3418	
Cashier's Office	Clark Hall/Student Enrollment Ctr	325-3225	Cashier@iwcc.edu
Child Care Services	Lewis Hall/L-149	325-3429	
Clubs/Organizations	Student Center – 2 nd Floor	325-3269	
College Store	Student Center – 2 nd Floor	325-3231	
Counseling/Student Assistance	Student Center – 2 nd Floor	325-3390	StudentAssistance@iwcc.edu
Cyber Library	Student Center – 2 nd Floor	325-3478	CyberLibrary@iwcc.edu
Disability Services	Student Center – 2 nd Floor	325-3299	DisabilityServices@iwcc.edu
Financial Aid	Clark Hall/Student Enrollment Ctr	325-3277	FinancialAid@iwcc.edu
International & Intercultural Services	Clark Hall/Student Enrollment Ctr	325-3419	International@iwcc.edu
Lost and Found	Clark Hall/Student Enrollment Ctr	325-3200	
Parking Permits	Fremont Hall/F-130	325-3220	
Parking Permits – Housing	Reiver Suites II	388-7695	
Parking Violation Appeals	Clark Hall - Cashier	325-3225	Cashier@iwcc.edu
Registrar's Office	Clark Hall/Student Enrollment Ctr	325-3285	Registrar@iwcc.edu
Reiver Card	Clark Hall/Student Enrollment Ctr	325-3213	ReiverCard@iwcc.edu
Residence Life Department	Reiver Suites II	388-7695	Housing@iwcc.edu
Residence Life – Technical Assistance (Data/Voice/Cable TV Assist.)	Fremont Hall/F-130	325-3220	
Scholarships	Student Center – 2 nd Floor	325-3294	Scholarships@iwcc.edu
Security (Text messaging enabled) or 8000 from any campus phone	Fremont Hall/F- 143	402-659-4939	Security@iwcc.edu (non-emergency email)
Service Learning	Ashley Hall/A-172	256-6539	cgrace@iwcc.edu
Student Body President	Student Center – Student Life Ctr	325-3715	
Student Code of Conduct	Student Center/SC-2016	325-3207	
Technology Help Desk/Login Assistance	Fremont Hall/F-130	325-3220	
Testing Accommodations	Student Center – 2 nd Floor	325-3284	Disability Services@iwcc.edu
Theatre Production /Tickets	Arts Center/AC	388-7140	
Transfer Planning	Clark Hall/Student Enrollment Ctr	325-3277	Advising@iwcc.edu
TRIO/Student Support Services	Student Center – 2 nd Floor	325-3479	Trio@iwcc.edu
Tutoring	Student Center – 2 nd Floor	325-3494	Tutoring@iwcc.edu
Veteran Information	Clark Hall/Student Enrollment Ctr	325-3292	

**IWCC CASS COUNTY CENTER - ATLANTIC
INFORMATION QUICK REFERENCE**

Address: 705 Walnut Street, Atlantic, Iowa 50022

Cass County Director	712-243-5527
Cass County Assistant	712-243-5527
Cass County Fax	712-243-5547

**IWCC CLARINDA CAMPUS
PAGE/FREMONT CENTER
INFORMATION QUICK REFERENCE**

Address: 923 East Washington, Clarinda, Iowa 51632

Clarinda Campus Director	712-542-5117
Bookstore/Registration	712-542-5117
Admissions	712-542-5117
Campus Chair	712-542-5117
Edith Lisle Library	712-542-5117
Toll Free	1-800-521-2073
Clarinda Campus Fax	712-542-4608

PAGE/FREMONT CENTER

Address: 1001 West Sheridan Avenue, Shenandoah, Iowa 51601

Page/Fremont County Director	712-246-1499
Page/Fremont County Fax	712-246-1513

**IWCC SHELBY COUNTY CENTER - HARLAN
INFORMATION QUICK REFERENCE**

Address: 1901 Hawkeye Ave, Suite 102, Harlan, Iowa 51537

Shelby County Director	712-755-3568
Shelby County Assistant	712-755-3568
Shelby County Fax	712-755-7413

ACADEMIC CALENDAR

Fall Semester 2011

April 4	Priority Online Registration Begins
April 13	Open Registration Begins
August 22	Fall Semester Begins
August 26	Last Day to Add Regular-Term Classes
August 27	Saturday Classes Begin
August 29	eCollege Classes Begin
September 1	Last Day to Add eCollege Classes
September 5	Holiday - College Offices Closed
October 3	Last Day to Apply for Fall Graduation
October 22-23	Faculty Work Days-No Day Classes
November 14	Last Day to Drop Regular-Term Classes
November 25-26	Holiday - College Offices Closed
December 16	eCollege Classes End
December 16	Fall Semester Ends
December 17	Fall Graduation Ceremony

Spring Semester 2012

November 7	Priority Online Registration Begins
November 14	Open Registration Begins
January 9	Spring Semester Begins
January 13	Last Day to Add Regular-Term Classes
January 14	Saturday Classes Begin
January 16	eCollege Classes Begin
January 19	Last Day to Add eCollege Classes
February 16-17	Faculty Work Days - No Day Classes
February 20	Last Day to Apply for Spring Graduation
March 19-23	Recess for Students/Faculty
March 23	Holiday - College Offices Closed
April 6	Holiday - College Offices Closed
April 9	Last Day to Drop Regular-Term Classes
May 4	eCollege Classes End
May 11	Spring Semester Ends
May 11	Spring Graduation Ceremony - Clarinda
May 12	Spring Graduation Ceremony - Council Bluffs

Summer Semester 2012

February 20	Online Registration Begins
February 29	Open Registration Begins
May 14	Summer Interim Classes Begin
May 25	Summer Interim Classes End
May 28	Holiday - College Offices Closed
May 29	eCollege Classes Begin
May 30	Last Day to Add eCollege Classes
June 4	Summer Session I Classes Begin
June 4	Summer Session II Classes Begin
June 4	Last Day to Apply for Summer Graduation
June 29	Summer Session I Classes End
July 2	Summer Session III Classes Begin
July 4	Holiday – College Offices Closed
July 27	Summer Session II Classes End
July 27	Summer Session III Classes End
July 27	Summer Graduation Ceremony
August 3	eCollege Classes End

* The Academic Calendar may be altered by the Board of Directors.



The ability to communicate quickly and effectively in any situation is essential in providing the best possible opportunity to ensure the safety of Iowa Western Community College students.

WENS (Wireless Emergency Notification System) is a service purchased by the College and provided free of charge to students. Reiver Alert (WENS) is to be used principally for events that are deemed to be true emergency situations, but will also provide information about weather-related class cancellations or closings.

To sign up to receive a cell phone text message and / or an email message go to <http://inspironlogistics.com/wens/iwcc/wens.cfm>. You can also sign up by going to your SAIL homepage.

Student Online Services

You Can . . .

- Check Your Official Grades
- Get Your Class Schedule
- Search and Register For Classes
- See Who Your Assigned Advisor Is
- Get an Unofficial Transcript
- Get a Program Evaluation
- Apply For Graduation
- See your Billing Information
- Check Your Financial Aid

GO To: www.iwcc.edu

CLICK ON: Student Online Services

FOR PROBLEMS

Call Help Desk
(712-325-3220)

or

E-mail

support@iwcc.edu

SAIL: Student Academic Information Link

- Course Management System
- Critical Announcements from your Instructor
- Electronic Communication with Instructors
- Course Grades throughout the Semester
- Personal and Class Calendars
- Search for Classes
- Course Syllabus/Course Assignments

Go To: www.iwcc.edu

CLICK ON: SAIL

FOR PROBLEMS

Call Help Desk
(712-325-3220)

or

E-mail

support@iwcc.edu



REGISTRATION & STUDENT RECORDS

REGISTRATION PROCESS

New students and returning students (students who have experienced a break in enrollment) are required to register for classes with the assistance of an Admissions Advisor or Enrollment Advisor. Most continuing students (students who have not experienced a break in enrollment) can register for classes online through Student Online Services; assistance is available, and encouraged, through an assigned academic advisor. Class attendance is not permitted until the registration process has been completed. Registration dates, as well as policies regarding dropping, adding, and officially withdrawing, are available online and at the Records and Registration Office.

ONLINE REGISTRATION

What is Priority Online Registration?

A Priority Online Registration time is a randomly assigned time that allows current students access to register for classes online through Student Online Services before registration is opened for all students. Your Priority Online Registration date and time are posted in SAIL each semester.

What is a Preferred Sections List?

Several weeks before Priority Online Registration begins, you can go online and build a Preferred Sections list of classes that you are interested in taking. These are classes that you select through Search and Register for Sections in Student Online Services. Once a class has been added to the Preferred Sections list, it will remain on your list until you remove it or register for it.

How do I register for my Preferred Sections?

To register for classes on your Preferred Sections list once your Priority Registration time has arrived, you need to go to Register for Sections and then register for Previously Selected Sections. You will then need to either select an action next to each class or select Register for all Classes from the drop-down menu at the top of the page.

When does Online Registration end?

You can register online through the first week of the term, but we encourage you to do so as soon as your Priority Registration time begins so you get the classes you want at the times you want them.

Can I add and drop classes online?

You can drop classes online through the first week of the term.

What is a Waitlist?

A waitlist is a list of students that would like to register for a class that is already full. You can be added to a waitlist by an Admissions Advisor or Enrollment Advisor, or you can add yourself to a waitlist by adding the class to your Preferred Sections and then selecting Waitlist for the action.

How do I move from the Waitlist?

When, or if, a space becomes available in your waitlisted class, you will receive email notification (you can update your email address through Student Online Services – simply click on My Profile and then Address Change at the bottom of the screen). You will then need to go to Manage My Waitlist in Student Online Services and register for the class within the specified timeframe that is listed in the email. If you fail to register within the specified timeframe, the seat will be offered to the next student on the list.

How do I get my Online Registration Questions Answered?

Please contact the Records and Registration Office with any questions you have about the online registration process or visit their website for more information. They can be reached by phone at 712.325.3277 or by email at Registrar@iwcc.edu.

GRADES

OFFICIAL GRADES

Although students can view assignment and course grades through SAIL, they may access their official grades only through Student Online Services. Official grades are posted within a week of the course end date.

ACADEMIC TRANSCRIPTS

Academic transcripts, which are the official record of the grades you earn each semester, are provided at no charge and may be ordered through the Records and Registration Office by submitting a Transcript Request Form in one of three ways: in person, by mail, or by fax. Keep in mind that no transcript will be issued until all financial and other obligations to the College have been met.

PAYING FOR YOUR EDUCATION

Payment arrangements that cover the entire balance of your account, including tuition, fees, campus housing, and meal plans, must be made each semester by the payment deadline. Payment arrangements can be made by completing the Financial Aid application and award acceptance process, by setting up the e-Cashier automatic payment plan, or through a combination of these two options. In addition, payment in full can be made through one of the following options: online through e-Cashier, over the phone with a debit card or credit card, through the mail with a check, or by going to the Cashier's window and paying with cash, check, debit card, or credit card. The College reserves the right to administratively withdraw students who fail to make payment arrangements by the payment deadline.

PAYMENT CHECKLIST

Apply for Financial Aid

The Free Application for Federal Student Aid (FAFSA) is available online at www.fafsa.ed.gov and must be completed each year in order to determine your eligibility for grants (money you don't need to pay back) and loans (money you borrow). You will need to know Iowa Western's school code, which is 004598. Once you are enrolled, at the end of each calendar year, the Department of Education will send you a Renewal Reminder letter or email reminding you to re-apply for financial aid. To remain eligible, you must also maintain satisfactory academic progress.

Find Answers: Clark Hall / Student Enrollment Center
FinancialAid@iwcc.edu
712.325.3277

Priority Deadline:
May 1 for Fall
November 1 for Spring

Apply for Scholarships

Many scholarship opportunities, including awards based on achievement and/or financial need, are available for new and continuing students. In fact, Iowa Western awards over 350 scholarships totaling over \$1 million each year, and when you consider how low tuition is to begin with as well as the fact that the money is going to a fairly small pool of only about 4,000 students, that figure becomes even more staggering. The Iowa Western Foundation scholarship application is available online or it can be picked up from the Financial Aid or Admissions Offices.

Find Answers: Student Center 2nd Floor
scholarships@iwcc.edu
712.325.3294

Deadline:
March 15 for Fall
November 15 for Spring

Set Up a Payment Plan

If you plan to finance your education on your own or if your financial aid will not cover all your expenses (which is the case for most students in housing), you need to make payment in full or set up an automatic payment plan by clicking the e-Cashier icon on our homepage. Be sure to make payment arrangements by the payment deadline each semester.

Find Answers: Clark Hall / Student Enrollment Center
Cashier@iwcc.edu
712.325.3225

Payment Deadline:
Fall 2011: August 1, 2011
Spring 2012: December 12, 2011

E-CASHIER AUTOMATIC PAYMENT PLAN

Iowa Western offers the e-Cashier Automatic Payment Plan to help you finance your education. The payment plan must be set up every semester by the payment deadline, and it is available under the following terms and conditions: you must have a balance of \$200 or more; the payment plan must be used only for tuition, fees, books, campus housing, and meal plans; you must enroll in the plan online and pay a \$25 fee; and you must make all payment installments as scheduled. Specific dates for payment are posted online and are available at the Business Office.

GETTING MONEY BACK

REFUND OF TUITION AND FEES

Students who officially withdraw from college or drop classes before the first calendar week of a regular term will be refunded all tuition and fees, including first-time enrollment, college services, program, and course fees. Students who withdraw from college or drop classes during the first week of a regular term will be refunded all tuition and fees except the first-time enrollment fee. Students who withdraw from college or drop classes during the second week of a regular term will be refunded fifty percent of tuition as well as fifty percent of program and course fees; neither college services fees nor the first-time enrollment fee will be refunded. Even if a student adds a class in place of the one that is dropped, no fees will be refunded on the dropped class. Students who withdraw from or drop classes after the second week of a regular term will not be refunded any tuition or fees. For more information about the financial impact of adding, dropping, or officially withdrawing, please contact an Enrollment Advisor at Advising@iwcc.edu or 712.325.3277.

REIVER CARD

Iowa Western partners with a company called Higher One to offer students a college refund card with two choices for financial aid and tuition refund delivery: an Easy Refund to a OneAccount or a direct deposit to any bank account. All Iowa Western students, except high school students, who are enrolled in 6 or more credits will receive a Reiver Card in their first semester of enrollment. The Reiver Card is not a credit card; it is the key for choosing a refund preference. The card isn't active when students receive it. They must visit www.ReiverCard.com to activate the Reiver Card and select a refund preference. If the student chooses to open a OneAccount, the Reiver Card will serve as his or her debit card. If the student chooses not to open a OneAccount, the Reiver card will not serve as his or her debit card; however, it is important that the student retain the card for the duration of his or her enrollment at the College. A fee will be assessed for all replacement cards. For more information about the Reiver Card, please contact the Business Office at ReiverCard@iwcc.edu or 712.325.3213.

ACADEMICS

ADVISING

Academic Advising

Upon registering for their first semester, all students are assigned an academic advisor in their program of study. Student advisees are ultimately responsible for all aspects of their education, including course selection and awareness of their current academic status; however, advisors can provide guidance and assistance regarding program and graduation requirements. In addition, students should feel that they can freely discuss personal interests, values, and goals with their advisor and should seek their advisor's assistance in developing academics, social, and career goals. Students should always consult with their advisor before making an important academic decision, such as changing a program of study, adding or dropping courses, or withdrawing from school. Advisor assignments and advisor contact information are accessible in Student Online Services accounts.

Career Planning

Iowa Western offers students a variety of services and resources that are designed to help them gather information, which in turn enables them to make informed decisions regarding major and ultimately career selection. These resources also provide an opportunity for students to make a connection between a program of study, or major, and the related job possibilities. A student's assigned advisor will serve as an important resource when it comes to questions about careers but students are also encouraged to take it upon themselves to research

opportunities through online resources such as the Iowa Western Career Planning web pages and Iowa Choices Planner, both of which are accessible through the college website. For more information, please contact Academic Advising at (712) 325-3277.

Transfer Planning

Iowa Western Community College offers valuable resources and assistance to students who intend to transfer. These resources include a transfer website, trained faculty advisors, one-on-one and group visits from institutions, transfer fairs, and articulation (transfer) agreements. Students who intend to transfer should begin the planning process early in their academic careers to help make informed decisions regarding their major and the institution to which they ultimately plan to transfer. For more information, please contact Academic Advising at (712) 325-3277.

The Role of the Student Advisee at Iowa Western Community College

Upon registering for their first semester, all students are assigned an academic advisor in their program of study. Student advisees are ultimately responsible for all aspects of their education, including course selection and awareness of their current academic status. Students should feel that they can freely discuss personal interests, values, and goals with their advisor and should seek their advisor's assistance in developing academic, social, and career goals. Students should ask their advisor how to use available campus resources to gather any relevant decision-making information. They should be knowledgeable about academic standards, policies, and procedures, as well as be familiar with courses needed for their program and graduation requirements. Students should always consult with their advisor before making any important academic decision, such as changing a program of study, adding or dropping courses, or withdrawing from school.

Student Responsibilities:

Advisors can help you understand fully all of your options and avoid needless mistakes, but only if you take the initiative to seek their advice. Your responsibilities in the advising relationship are:

1. To recognize that advising is a shared responsibility but also realize that you as the student are ultimately responsible for making decisions regarding academic, career, and personal goals.
2. To take the initiative to contact your advisor. You are responsible for preparing and keeping appointments with your advisor. Be mindful of the need to work with advisors during posted office hours or take the initiative to make other arrangements when necessary.
3. To prepare a list of questions or concerns before each meeting with your advisor. Have a tentative written schedule prepared if you are registering.
4. To gather all relevant decision-making information.
5. To seek sources of information that will assist you in making academic/career decisions.
6. To develop plans for achieving academic, career, and personal goals.
7. To ask questions! If you don't understand a policy or a procedure, ask questions until you do understand. Be knowledgeable about policies, procedures, and requirements.
8. To be familiar with the requirements of the degree, diploma, or certificate you are pursuing, and to schedule courses each semester in accordance with those requirements.
9. To be aware of the prerequisites for each course that you include in your semester schedule and to discuss with your advisor how prerequisites will affect the sequencing of your courses.
10. To follow IWCC procedures for registering for courses and for making adjustments to your class schedule.
11. To observe academic deadlines. Don't miss deadlines. Know when to register and when to drop or add classes. Set up appointments with your advisor well in advance of these deadlines.
12. To keep your advisor informed about changes in your academic progress, course selection, and academic/career goals.
13. To keep a personal record of your progress towards your degree, diploma, or certificate.
14. To participate fully in the courses for which you are registered by completing assignments on time and attending class.
15. To notify IWCC if your address or phone changes and to read your mail from IWCC, including e-mail.
16. To be familiar with graduation requirements and other institutional policies and procedures outlined in the General Catalog.
17. To utilize the full range of campus resources.

The Role of the Academic Advisor at Iowa Western Community College

The relationship between advisor and advisee is one of shared responsibility. Though you as a student are ultimately responsible for the choices you make in college, IWCC realizes that in order to make informed decisions, students need the mentoring and advice of academic advisors and others in the school community. Your academic advisor is your primary resource regarding academic issues, opportunities, and programs.

Additionally, advisors help students in academic difficulty recognize possible causes of their difficulties and suggest alternative courses of action. Academic advisors also encourage students to become involved in campus organizations and assist students during the course selection and registration process.

Advisor Responsibilities

1. To refer you to the other appropriate campus resources.
2. To offer advice on selecting courses and to assist you in developing an academic plan that satisfies graduation requirements.
3. To be a responsive listener and to refer you to appropriate support services within the college when needed.
4. To discuss with you your academic performance and the implications of your performance.
5. To help you to explore your interests, abilities, and goals and to relate them to academic majors.
6. To assist you in achieving academic, career, and personal goal-setting.
7. To review your career plans and answer questions you may have about career and job opportunities.
8. To answer questions you may have about transferring to another institution after graduating from IWCC and to assist you in the transfer process.
9. To be familiar with graduation requirements and other institutional policies and procedures outlined in the General Catalog.

WHEN SHOULD YOU SEE YOUR ADVISOR?

- At the beginning of your first semester of enrollment.
- At midterm-before the last date to drop.
- Before registration begins each semester.
- Whenever you have a question or problem.

WHO IS YOUR ADVISOR?

Check Student Online Services for your advisor’s name and contact information. You can write that information here so that it is easy to find when you need to see your advisor.

Advisor’s Name	
Advisor’s Office Location	
Advisor’s Phone Number	
Advisor’s Email Address	
Advisor’s Preferred Method of Communication	

QUESTIONS YOU SHOULD ASK YOUR ADVISOR

The Advising Appointment/Session:

When in the semester and how often should I come to see you?
 What should I bring with me to our advising session?

Career and Job Opportunities:

What does the job market look like for my intended career in the state/region/city I plan to work?
 What am I qualified to do with this degree?
 What can I expect to earn starting out in this field?
 When should I start looking for a job?

Transfer:

Where can I transfer with this degree/major?
 When should I begin the transfer process?
 How do I know if my credits transfer?
 Where can I find IWCC’s transfer agreements (articulation) and how do I use them?

Academics:

What classes do I still need in order to graduate?
 I’m struggling in my classes – what should I do?
 What is a Program Evaluation or a Degree Audit and how do I get them?

COURSE SYLLABUS

The course syllabus is an important tool for communication and interaction between the faculty and students. It serves as a source of information and a course road map for students, and it relays expectations and intentions regarding the course. The syllabus includes the course content, structure, materials and strategies that the instructor plans to use to promote learning. It answers several questions for the students:

- What is the rationale for the course?
- When and where does the class meet?
- What should the student be able to learn and do as a result of completing this course?
- How will the student's learning be assessed?

The syllabus serves the role as an agreement or contract between the instructor and student by outlining the scope and sequence of the course and expectations for the students in order to successfully complete the course. Within the parameters of this role, the syllabus provides multiple functions for students.

These include:

- Establishing a point of contact between the student and instructor
- Helping set the tone for the course
- Outlining the course logistics
- Defining student responsibility for course work
- Describing levels of learning from passive (memorization and recall) to active (problem-solving and critical thinking)
- Helping students assess his/her readiness for the course
- Describing available learning resources
- Communicating the role of technology in the course
- Identifying course assignments, deadlines, test dates, and homework, etc.

ATTENDANCE

Attendance will be taken and recorded at every class meeting. Instructors are responsible for developing and implementing their own system and forms for recording class attendance which may be checked and verified by sources from both on and off campus. These include, but are not limited to, IWCC Student Services Personnel, the Veterans Administration, federal, state, county and private human services agencies, and scholarship granting organizations. This policy is subject to the limitations of *The Family Educational Rights and Privacy Act*. IWCC faculty members endorse the research that there is a strong correlation between student learning and student attendance and participation in class.

FINAL EXAMINATIONS

All courses offered within academic programs of study at Iowa Western Community College shall meet certain criteria as stated in Chapter 21 of the Iowa Legislative Code. These criteria are minimal requirements that establish standards for instructional practices.

In conjunction with these requirements, instructional methodology (classroom work, laboratory work, clinical practice or work experience) and credit hour determinations have been outlined. Each type of instructional methodology shall include culminating activities as applicable. These activities shall be above and beyond the minimal instructional requirements for the course. Such activities are planned by the instructor as appropriate to the methodology and course objectives and may include:

- Written final examinations
- Oral final examinations
- Skill performance examinations
- Other structured activities supplemental to the instructional process

The final exam weeks planned during the academic terms at Iowa Western Community College allow instructors to schedule and conduct appropriate activities within the parameters of their courses.

Final exam information should be included in the syllabus provided on the first day of class. For further assistance with any questions or concerns, please contact the instructor.

ACADEMIC STANDARDS

It is the policy of Iowa Western Community College to promote satisfactory academic progress for each individual student. To encourage each student to strive for the highest academic achievement of which he/she is capable, the following policy has been adopted:

A student who has attempted six or more semester hours of academic credit is required to maintain a cumulative minimum grade point average of 2.0. Student who fail to maintain this average will not be in "*Good Academic Standing*" at IWCC for the following semester or term. If the grade point is not at least 2.0 at the conclusion of the following semester or term, the student may be placed on academic

suspension. A student demonstrating satisfactory academic progress (at least 2.0 for an academic semester) may avoid suspension even though he/she is not in “*Good Academic Standing*” until the cumulative GPA reaches 2.0.

A student who is academically suspended from the College may not reenroll in Iowa Western Community College for another term unless he/she has written permission from the Vice President of Academic Affairs.

This policy applies to all academic programs with the exception of Associate Degree Nursing, Practical Nursing, Dental Assistant, and Dental Hygiene that require a minimum 2.0 GPA per semester. This policy is independent of Financial Aid Satisfactory Academic Progress Criteria.

SERVICES FOR STUDENTS

ACADEMIC SUPPORT CENTER / TUTORING

The Academic Support Center (ASC) is located next to the Cyber-Library and offers free academic assistance in a variety of “core” subjects, specializing in assistance for math and writing classes. ASC Peer Tutors are academically successful students trained to assist other students with many of the general requirement courses necessary for most associate’s degrees. Peer tutors maintain regular hours and available on a walk-in basis. Group tutoring is also available, but must be scheduled in advance. For more information about the free tutoring available to all IWCC students, contact the Academic Support Center at (712) 325-3494 or email Tutoring@iwcc.edu.

COUNSELING / PERSONAL ADVISING

The Student Success Center provides inquiring IWCC students with information, resources, and short-term counseling or advising in order for them to become better equipped to deal with personal problems that may impact their academic progress. Students are urged to seek such help before personal problems, including mental health issues, family/roommate conflicts, or academic struggles, seriously damage their academic performance or future quality of life. For more information, contact the Student Success Center at (712) 325-3284 or email StudentAssistance@iwcc.edu.

DISABILITY SERVICES

In accordance with the Americans with Disabilities Act (ADA), Iowa Western Community College provides reasonable accommodations to students with documented disabilities. Staff will assist students in arranging necessary access and/or academic accommodations. Students who request an accommodation must have disability documentation on file with the Disability Services Coordinator prior to receiving accommodations. Therefore, students are strongly encouraged to provide documentation of their disability and make arrangements early in their semester registration process in order to receive timely services. All disability documentation files are kept strictly confidential with the Student Success Office. For more information, contact the Student Success Center at (712) 325-3284 or email DisabilityServices@iwcc.edu.

TESTING CENTER

The Iowa Western Community College Testing Center, which is located in Clark Hall / Student Enrollment Center, administers assessment tests and proctors exams. For more information, please visit the Testing Center website. To schedule an appointment, please call (712) 325-3277 or email Testing@iwcc.edu.

TRIO/STUDENT SUPPORT SERVICES

TRIO Programs, including Student Support Services, are federal grant programs that are fully-funded by the Department of Education under Title IV of the Higher Education Act of 1965. The overall goal of TRIO is to support students in continuing their education by increasing the number of graduates and assisting students in transferring to four-year institutions to obtain baccalaureate degrees. Meant to assist disadvantaged or underprepared students in overcoming barriers to a post-secondary education, TRIO provides academic advising, career advising, access to Math/Science/Writing Specialists, peer mentoring, transfer assistance, financial aid assistance, financial literacy advising, computer training, TRIO Minority Leadership Group, academic improvement workshops, cultural and educational activities, volunteer opportunities, and personal development workshops. For more information, contact the TRIO Director at (712) 325-3479 or email Trio@iwcc.edu.

VOCATIONAL REHABILITATION SERVICES

Students who have a physical, emotional, and/or learning disability may be eligible for services through Iowa Vocational Rehabilitation. Services include medical and psychological assessment, counseling and guidance, testing, adaptive equipment or devices, occupational tools and equipment and job placement. Availability of financial aid is determined on a case by case basis. For more information, contact the Vocational Rehabilitation Office, Ashley Hall, A-155 on the Council Bluffs campus at (712) 325-3280.

COLLEGE SERVICES

COLLEGE STORE

Books, college gear, and much more await students at the Iowa Western Store located in the Student Center. College Store information, textbooks, and merchandise are available 24 hours a day online at <http://collegestore.iwcc.edu>.

Textbook Refunds and Exchanges

The current textbook refund and exchange policy is available on the web site. Always check the syllabus on the first day of class to insure that all necessary books have been obtained. Refunds are given the first two weeks of the fall and spring semester. Refunds and exchanges are only valid for the semester in which the materials were purchased. Refund policy is subject to change.

Buybacks

To receive the most money when selling back books: sell early (buyback is during finals week); keep receipt (will increase chance of top dollar buyback); have Iowa Western student I.D. ready; and make sure that all CDs and any extras that came with the book(s) are included in the return. The Bookstore buys back books with and without receipts, although you will receive a better buyback with a receipt and Iowa Western student I.D.

CYBER LIBRARY

IWCC offers a technology-based resource center that provides 24/7 access to full-text journal articles, books, and other resources through an electronic database called "OneSearch." Students, faculty, and staff are able to search all available learning resources with one click. The Cyber Library is a learner-centered environment that has netbooks available for students to check-out, individual and group study rooms, general academic assistance, and free Wi-Fi service. Library facilities are also available for students at the Clarinda Campus. For more information, call (712) 325-3478 or email CyberLibrary@iwcc.edu.

EARLY CHILDHOOD EDUCATION CENTER

The Iowa Western Early Childhood Education Center at Council Bluffs provides a quality early childhood education on campus. The center is licensed by the Department of Human Services and accredited by the National Academy of Early Childhood Programs. For further information, contact the Director of the Early Childhood Education Center at (712) 325-3429 or visit our website.

ENTREPRENEURIAL CENTER

The Entrepreneurial Center, located in the Aviation Maintenance building by the Council Bluffs airport, offers free one-on-one consulting services to students who either own a business or would like to someday. Services include market research, financial reporting, income projections and other assistance needed for start-up or ongoing business efforts. The center offers how-to guides for a variety of businesses, hosts free classes on entrepreneurial topics and a wealth of other resources geared toward student success. Call the office manager at 712-256-6552 or visit our Website at www.iwcccenter.com for more information or to schedule an appointment.

HEALTH SERVICES

The IWCC Student Health Center is operated by the Council Bluffs Community Health Center (CBCHC) and is located in Ashley Hall. The Health Center staffs a triage nurse during the academic year. The nurse sees students and employees.

The nurse will perform a free initial assessment and will make referrals if need be. Students and employees would be responsible for the costs associated with referrals. Lab costs, such as blood and urine testing are not free; however, the clinic will accept most insurance plans or offer a sliding scale fee, based on income, for those who are underinsured or uninsured.

The IWCC Student Health Center nurse can be reached at (712) 325-3351 or email our "Ask a Nurse" at HealthCenter@iwcc.edu.

PARKING AND PARKING PERMITS

Ample parking is available at both the Council Bluffs and Clarinda campuses. Students who live on campus may park in reserved parking lots adjacent to their respective housing facility. Commuter students and staff may park in remaining lots with the exception of designated handicap, visitor, fire lane, and reserved parking spaces. Parking regulations are strictly enforced in these areas. IWCC Traffic and Parking Regulations and information regarding the parking ticket appeal process is available online and at the Cashier's Counter.

All students at the Council Bluffs campus are required to have a valid parking permit attached to any vehicle they will be using while at Iowa Western. Registering for a parking permit is free and can be done online via the Parking Permits link on the SAIL home page (<https://sail.iwcc.edu>) or on the "Current Students" page found on the IWCC web site. IWCC parking permits are free of charge.

Please note that campus housing students need to take their permit registration, which is printed during the permit sign-up process, to the Residence Life office, in the Reiver Suites II. (Housing students are only allowed to register one vehicle at a time.) Non-housing students need to bring their printout to the Information Technology Center, Fremont 130.

STUDENT I.D. / ACTIVITY CARD

Each student is assigned a permanent identification number upon admission to the college. The number and the student's photo will appear on the student ID card. The ID serves as a library card, meal card, declining balance card, and student ID card. It also allows students free admission to college sponsored athletic events, student activities and Iowa Western music and theatre productions, and it allows for discounts at participating area businesses.

An ID may be obtained by going to the Information Technology Center, in Fremont 130 on the Council Bluffs campus after registering for classes. Atlantic, Clarinda, Harlan and Shenandoah students should contact their Campus Director.

If the ID is lost or defaced, a duplicate may be obtained at a cost of \$10.00 that is to be paid at the cashier's window on the Council Bluffs campus. Please bring proof of payment to the Information Technology Center and a new ID will be generated. Atlantic, Clarinda, Harlan and Shenandoah students should contact their Center Director. If a card is found to be defective or legitimately worn or a legal name change has taken place, the card will be replaced free of charge at the Information Technology Center. Please report all lost and stolen cards to the Information Technology Center, (712) 325-3220 or 1-800-432-5852, ext. 3220. The ID will immediately be deactivated.

WELLNESS CENTER

On the Council Bluffs campus, a Wellness Center is located in the Kaneshville Center. Students interested in using the Center should check for Center hours and cost in the Athletic Department Office in Kaneshville or call 325-3418.

CAMPUS LIFE

RESIDENCE LIFE – COUNCIL BLUFFS CAMPUS

When you choose to live in on-campus housing, you can expect to encounter new challenges, meet new friends, and have fun, all while achieving academic success. In Council Bluffs, each of our housing facilities is unique and provides something for everyone. Full time students may choose to live in the Reiver Suites, Reiver Village, or the all-male Reiver Tower. For questions or concerns regarding Residence Life, please contact the Department of Residence Life at (712) 388-7695 or housing@iwcc.edu as well as visiting our web site.

STUDENT LIFE

The Student Life Office is designed to complement the academic experience. By sponsoring events and activities which are co-curricular to academics, students have the opportunity to learn life skills, leadership skills, and interpersonal relationship skills. This is accomplished by providing experience in leadership, organizational management, service, decision-making, and planning. Through volunteerism, student clubs and organizations, and committees, the Office of Student Life provides a learning experience outside of the classroom that helps to expose students to new ideas, people, and possibilities.

Student Activities Board

The Student Activities Board is designed to promote clubs and activities on campus, as well as encourage students to get involved around campus. The Student Activities Board meets every other month in the Student Life Center. Students who wish to become involved should contact the Student Center Coordinator. Information about upcoming student activities can be found on the television monitors located throughout campus, the Toilet Tabloids found in a stall near you, and on SAIL.

Clarinda Student Senate

The Clarinda Campus Student Senate is designed to promote the welfare of the College in a democratic fashion and to facilitate communication among the student body, the faculty, and the administration. The Clarinda Campus Student Senate meets monthly to discuss campus issues and plan campus activities. If you would like more information regarding clubs or to become involved, contact the Clarinda Campus Chair at (712) 542-5117, ext. 2214.

ATHLETICS

Iowa Western is proud of their teams: football, women's volleyball, men's and women's basketball, women's softball, men's baseball, men's and women's golf, men's and women's soccer, competitive cheer and dance, men's and women's cross country, and men's and women's track and field. Iowa Western students are admitted free to most home games with their student ID.

What's a Reiver?

The Reiver is a Pirate – not just any Pirate but a River Pirate. Four counties that are part of Iowa Western Community College district border the Missouri River which is rich in tradition involving the exploration and settling of North America. During the late 1800's, bands of "River Pirates" robbed steamships and boats that carried goods up the Missouri River to settlements in the North and West. These thieves were eventually given the name "Reivers". During the academic year 1972-73 the college was searching for a mascot and the student body was responsible for submitting suggestions for possible names. The Student Senate Treasurer, Robert Batt, suggested that the mascot should be a Reiver. Gerald Stommes was serving as the Student Activities Coordinator at the time and thought the name was great, so the push to vote for the name Reivers was on; the student body then voted and the mascot Reivers was adopted. The Reiver logo over time has seen many different versions. The student body also voted on the school's colors to be Ice Blue and Silver; a transformation occurred during the 1980's to our current school colors of Royal Blue and White.

INTRAMURALS

Intramurals sports are free to all IWCC students. Students can participate in flag football, volleyball, basketball, bowling, and other events. Interested students can call (712) 325-3422 for more information.

DISC GOLF

IWCC's Treasure Cove is the area's only 18-hole disc golf course. IWCC students can play for just a buck and can purchase all their disc golf supplies from the IWCC College Store. Watch for information about tournaments scheduled throughout the year.

CHOIR/BAND

The Iowa Western Music Department offers a wide range of performance ensembles in both vocal and instrumental music. Students are selected through auditions for most ensembles. Although most students earn credits for their involvement, some opportunities exist for non-credit involvement. For more information, contact the Director of Vocal Music at (712) 325-3726 or the Director of Instrumental Music at (712) 388-7147.

THEATRE

The Iowa Western Theatre Department offers opportunities for involvement in two productions a year. Auditions for theatre production are open to anyone. Work on the productions can be used for credit or non-credit. For more information, contact the Theatre Department Program Chair at (712) 388-7146.

CAMPUS COMPUTER INFORMATION AND POLICIES

STUDENT COMPUTER SERVICES

IWCC students will be provided with access to campus computers and various online resources. Students will be assigned a login ID and password that will remain active as long as they are a current registered student at IWCC. The three systems students have been provided accounts for are:

- IWCC Network: used for accessing campus computers.
- SAIL–Student Academic Information Link: used as a portal and course management system.
- SOS - Student Online Services: used to retrieve academic information, such as course schedules and grades, and to register for classes.

Access to SAIL and Student Online Services will be available for a short time after a student's enrollment at IWCC has ended.

COMPUTERS FOR STUDENT USE

Computers are available for general student use on the Council Bluffs campus in the library. At other sites, check with the Campus Director.

WIRELESS INTERNET ACCESS

Students with wireless devices can connect to the Internet at the Council Bluffs campus in all academic buildings. Students can also connect to the Internet in the Reiver Suites common areas, the Reiver Village Clubhouse, and the Reiver Tower common areas. There is also wireless access at the Clarinda Campus, Harlan Center, Atlantic Center, and the Shenandoah Center. In order to use the wireless network, students will be asked to provide their network login and password, which will register their device on the wireless network.

USER NAME AND PASSWORD

The three systems listed above all use the same Username/Password combination. **Username**=1st letter of first name + last name + last 3 digits of College ID. Example: awilliams309. **Initial Password**=Iwcc + last 6 digits of social security number. Example: Iwcc123456 (note

the capital I in Iwcc). If you didn't provide a social security number to the College, your initial password is Iwcc + 7 digit student I.D. number.

SAIL, SOS, and the IWCC Network Login all use the same password, which you will be required to change during your first login and periodically throughout your time at the college.

Passwords must meet the following complexity requirements:

- Cannot contain any part of your name
- Must be at least 6 characters long
- Must have characters from 3 of the following:
 - Upper case letters
 - Lower case letters
 - Numbers
 - Special Characters (!@#.,&)

Requests to have your password reset must be made in person with a picture ID, or by visiting Password Central at <http://passwordcentral.iwcc.edu>

LOGGING INTO CAMPUS COMPUTERS

Follow the directions on the computer display to get to the logon screen. Type in your username and password as described previously. If prompted, select a new password - this will also be the same password that you will use for SAIL and SOS.

Make sure to logout of the campus computers when finished to prevent students from accessing each other's accounts. Inappropriate computer behavior is the responsibility of the owner of the account.

Lab computers can be used in the IWCC Cyber Library, in the Student Center, Room 2055.

Monday - Thursday	7:00 am - 11:00 pm
Friday	7:00 am - 3:00 pm
Saturday	12:00 pm - 4:00 pm
Sunday	3:00 pm - 11:00 pm

*No evening or weekend hours during the summer.

LOGGING INTO SOS (STUDENT ONLINE SERVICES)

SOS is an interactive web site that allows students to view individual academic information online. SOS can be accessed from links on the main SAIL page <http://sail.iwcc.edu> or on the IWCC home page www.iwcc.edu or directly at <https://sos.iwcc.edu>. Once at the SOS site, look for the "Log In" text in the top right corner of the page. Use the same Username/Password used to log in to the campus computers and SAIL. After logging in, it is a good idea to click Address Change to update or enter your email address. Having up-to-date email in the system will allow for confirmations to be emailed when registering for classes online and will allow for easier password resets. Make sure to logout of SOS and close the web browser when finished to prevent others from having access to personal data.

LOGGING INTO SAIL (STUDENT ACADEMIC INFORMATION LINK)

SAIL is the personalized tool that allows students to manage their course work more easily, assists in their education and allows for more effective communication with their instructors. SAIL can be accessed by clicking the link on the IWCC homepage www.iwcc.edu or by going directly to the page at <http://sail.iwcc.edu>. The main page will display general information about the College that can be accessed without having to log in. To access a personalized portal page, type in your username and password. This is the same username/password used to log into campus computers and SOS. Make sure to logout of SAIL and close the web browser when finished to prevent others from having access to personal data.

ITC ASSISTANCE

Help Desk

For assistance please contact your instructor or library assistant. If they are not able to help, then students should call the College Help Desk. The phone number is 325-3220 or ext. 3220 if calling from anywhere on campus. Students can also email the Help Desk at support@iwcc.edu, and a college support representative will respond during the hours listed above. SAIL and SOS have their own help and FAQ sections which may be able to provide answers to questions.

Regular hours: Monday - Thursday 7:30 a.m. - 11:00 p.m.; Friday 7:30 a.m. - 6 p.m.; and Saturday 9:00 a.m. - 12:00 p.m.

Summer hours: Monday - Friday 7:30 a.m. - 6:30 p.m.

Phone: Please call ext. 3437 if you experience any problem with phones in The Reiver Tower, Reiver Village, or Reiver Suites.

CAMPUS SAFETY & SECURITY

CAMPUS SECURITY AND LAW ENFORCEMENT

The Council Bluffs campus of Iowa Western Community College contracts campus security with a private security firm and provides staff 24 hours a day, 7 days a week. Campus Security officers do not carry weapons or have arrest authority. IWCC security officers have the authority to ask for identification and to determine whether individuals have lawful business at IWCC. Security officers have the authority to issue traffic and parking tickets, which are billed to financial accounts of students, faculty, and staff. Campus Security can be reached at 402-659-4939 and is text message enabled.

Off-duty Council Bluffs Police Officers are hired to work evening and early morning hours in Residence Life and are contracted for other special campus events and activities. Council Bluffs Police Officers are in uniform, have jurisdiction on campus, carry weapons, and have arrest authority. IWCC maintains a highly professional working relationship with the Council Bluffs Police Department, Pottawattamie County Sheriffs Office, and all other local, state, and federal law enforcement agencies. All crime victims and witnesses are strongly encouraged to immediately report the crime to the appropriate Police agency.

MONITORING AND RECORDING ACTIVITY AT OFF-CAMPUS LOCATIONS

All IWCC recognized activities that are off-campus will be monitored by college staff. A close working relationship exists with all local law enforcement agencies, which are responsive to any incident and share the information with IWCC. IWCC includes the off-campus student activities in its annual report as part of the crime statistics.

GENERAL PROCEDURES FOR REPORTING A CRIME OR EMERGENCY

All students and staff should report any incidence of crime to IWCC Safety and Security staff, as well as your appropriate on campus housing personnel. To report a crime: Contact Campus Security at (402) 659-4939 to report a non-emergency or call 911 for emergencies. The Campus Security cell phone (402) 659-4939 does have text messaging capability for students who need this feature to report a crime or emergency. You can dial 8000 from any campus phone and reach security as well. In addition, you may report a crime to the following areas:

Council Bluffs Campus	
Security Supervisor	712-325-3727, Clark Hall Security Room
Dean of Student Life	712-325-3207, Student Center 2 nd Floor
Dean of Student Success Programs	712-325-3345, Student Center 2 nd Floor
Director of Residence Life	712-256-6526, Reiver Suites II
Assistant Director of Residence Life	712-325-3487, Reiver Suites II
Residence Life Coordinator - Reiver Suites I	712-388-6849, Reiver Suites I
Residence Life Coordinator – Reiver Suites II and Reiver Village	712-325-3445, Reiver Suites II
Residence Life Coordinator - Reiver Tower	712-388-6862, Reiver Tower
All Other IWCC sites	
Center or Campus Director	

COMMUNITY ASSISTANCE

Several counties in Iowa are part of the Nebraska and Iowa 2-1-1 system. Any student living on campus as well as students in Pottawattamie, Harrison, Mills, Shelby, Cass, Montgomery, Fremont or Page counties can dial 2-1-1 and access a resource and referral specialist that can assist them in getting the help appropriate to their crisis or personal situation. 2-1-1 is in operation 24 hours a day, every day of the year. The system also provides translation service for those whose first language is not English. All calls are strictly confidential and can help in the case of any crisis situation in which you feel you need help or advice. 2-1-1 is also available online at the following web site: <http://www3.irissoft.com/uwml/>

ULifeline – <http://www.ULifeline.org/schools/iwcc>

Offers students a mental health screening tool, information about mental health issues geared toward you, and resources for learning more and getting help.

CountyConnection.org – <http://www.countyconnection.org>

Provides current, online information about human service and health resources available to the residents of Pottawattamie County.

TIMELY WARNINGS

In the event that a situation arises that, in the judgment of campus administrators, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through the college e-mail and online system to students, faculty, and staff. Depending on the particular circumstances of the crime and especially in situations that could pose an immediate threat to the community or individuals, a notice may be sent via the college “Reiver Alert” system, placed on the campus-wide television monitor system, and notices may be posted in each housing facility.

CAMPUS EMERGENCIES

In the case of an emergency requiring rescue response, please call 911. All campus emergencies should also be reported to Campus Security by calling (402) 659-4939 or 8000 from any campus phone. The Campus Security cell phone (402) 659-4939 does have text messaging capability for students who need this feature to report a crime or emergency. Reporting an emergency to campus security will ensure that emergency responders will be directed to the correct location when they arrive on campus. **Emergencies that occur in Residence Life should also be reported to Residence Life staff by contacting the appropriate facility front desk:**

- Reiver Suites I front desk: (712) 388-7696
- Reiver Suites II and Reiver Village front desk: (712) 388-7695
- Reiver Tower front desk: (712) 325-3444

Students will be notified of emergencies like tornados or fire by campus-wide alarm sirens. Other emergencies affecting students may be communicated through campus television monitors or bulletin board postings, or through communication from faculty, staff, or Residence Life personnel.

EVACUATION PROCEDURES FOR STUDENTS WITH DISABILITIES

In case of emergency situations we encourage students who might need assistance to identify and discuss, in advance, a plan of action with someone who might assist them in leaving the building and/or who will inform emergency personnel/campus security of their presence and where they are located so that further assistance can be provided.

All students with physical mobility limitations should prepare for an emergency ahead of time by instructing faculty and classmates on how to assist in an emergency. Instructors who have students in their classes who might have problems leaving the building during emergencies should discuss procedures ahead of time.

Hearing or visually impaired persons working alone in isolated areas such as study rooms and labs should notify nearby building staff of their location. For more information, email disabilityservices@iwcc.edu or call (712) 325-3299.

ACCESS TO CAMPUS FACILITIES

Access to campus buildings is limited to normal business hours. The Reiver Tower and Reiver Suites are locked 24 hours a day. Students who live in the Reiver Tower or Reiver Suites have an access card to gain entrance to the building 24 hours a day. All visitors and guests to student housing facilities must sign in at the front desk, must leave a valid picture ID, and must be with a resident or be met by a resident to gain entrance.

SECURITY CAMERAS

All IWCC students are hereby advised that the College utilizes security cameras to provide safety and security to students, staff, and visitors. The College has placed cameras at selected entryways and in parking areas to monitor pedestrian and motor vehicle activity. Cameras are also placed throughout and around all Residence Life housing facilities.

REGISTERED SEX OFFENDER INFORMATION

Any student who wishes to know the names of enrolled students who may be on the Iowa Sex Offender's Registry should contact the county sheriff or refer to the Iowa Sex Offender Registry website at www.iowasexoffender.com. The site does not provide a list of people on the Registry but does allow searches by name or address. Pursuant to Iowa Code 692A, sex offenders are prohibited from living within two thousand feet of a child care facility. IWCC operates a child care center of campus. Therefore sex offenders are prohibited from living in any of IWCC's on-campus student housing.

SEXUAL MISCONDUCT POLICIES AND PROCEDURES

Iowa Western Community College is committed to having a positive learning and working environment for its students and employees and will not tolerate sexual harassment or sexual violence. It is the policy of Iowa Western Community College to comply with Iowa Code Chapters 708 and 709 of the Title XVI Criminal Laws and Procedures.

IWCC conducts a number of programs aimed at preventing sexual offenses and making the community aware of the potential of such crimes. These programs include providing nightly security patrols of the campus, providing security escorts, inspecting the campus for

potentially dangerous areas, and inspecting campus lighting and shrubbery. In addition, educational programs concerning sexual assault awareness are provided.

SEXUAL MISCONDUCT

Sexual misconduct is a broad term encompassing any non-consensual behavior of a sexual nature that is committed by force or intimidation, or that is otherwise unwelcome. The term includes sexual assault, sexual exploitation, sexual intimidation, and sexual harassment as those behaviors are described later in this section.

Sexual intimacy requires that all participants consent to the activity. Consent between two or more people is defined as an affirmative agreement--through clear actions or words--to engage in sexual activity. The person giving the consent must act freely, voluntarily, and with an understanding of his or her actions when giving the consent. Lack of protest or resistance does not constitute consent, nor does silence mean consent has been given. Relying solely on non-verbal communication can lead to misunderstanding. Persons who want to engage in the sexual activity are responsible for obtaining consent--it should never be assumed. A prior relationship or prior sexual activity is not sufficient to demonstrate consent.

Consent must be present throughout the sexual activity--at any time, a participant can communicate that he or she no longer consents to continuing the activity. If there is confusion as to whether anyone has consented or continues to consent to sexual activity, it is essential that the participants stop the activity until the confusion can be clearly resolved.

In addition, under Iowa law the following people are unable to give consent:

- Persons who are asleep or unconscious
- Persons who are impaired due to the influence of drugs, alcohol, or medication
- Persons who are unable to communicate consent due to a mental or physical condition
- Generally, minors under the age of 16.

Sexual misconduct may vary in its severity and consists of a range of behavior or attempted behavior. It can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual misconduct can occur between members of the same or opposite sex and can also occur while individuals are fully clothed. Sexual misconduct includes, but is not limited to, the following examples of prohibited conduct:

A. Sexual Assault

Sexual assault is an extreme form of sexual misconduct and represents a continuum of conduct from forcible rape to nonphysical forms of pressure that compel individuals to engage in sexual activity against their will. In Iowa, the terms "rape" and "sexual assault" fall under the legal definition of "sexual abuse," which includes any sex act done by force or against the will of another. Examples of sexual assault under this policy include, but are not limited to, the following behaviors when consent is not present:

- Sexual intercourse
- Oral sex
- Rape or attempted rape
- Penetration of an orifice with any object
- Unwanted touching of the genitals, buttocks, breast, or other body part
- Coercion or force to make someone else touch one's genitals, buttocks, breast, or other body part
- Inducing consent through drugs or alcohol
- Engaging in sexual activity with a person who is unable to provide consent due to the influence of drugs, alcohol, or other condition

B. Sexual Exploitation

Sexual exploitation involves taking non-consensual sexual advantage of another person. Examples can include, but are not limited to the following behaviors:

- Electronic recording, photographing, or transmitting intimate or sexual utterances, sounds, or images without knowledge and consent of all parties
- Voyeurism (sexual interest in spying on others)
- Distributing intimate or sexual information about another person without consent

C. Sexual Intimidation

Sexual intimidation involves threatening another person that you will commit a sex act against them, stalking, cyber-stalking, or engaging in indecent exposure.

D. Sexual Harassment

Sexual harassment is a form of discrimination, as defined in the college Discrimination and Harassment policy. Sexual harassment can include unwelcome behavior (verbal, written, physical) that is directed at someone because of that person's sex or gender, and that meets either of the following criteria:

- Submission or consent to the behavior is believed to carry consequences for the student's education or employment. Examples can include, but are not limited to, pressure to engage in sexual behavior to further the student's education or employment; real or perceived threat that rejecting the behavior would carry a negative consequence for the student.
- The behavior has the purpose or effect of substantially interfering with the student's education or employment by creating an intimidating, hostile, or demeaning environment. Examples can include, but are not limited to, persistent efforts to develop a sexual relationship; unwelcome commentary about an individual's body or sexual activities; unwanted sexual attention; repeated and unwelcome sexually-oriented teasing, joking or flirting; verbal abuse of a sexual nature. Comments or communications could be verbal, written or electronic.

Determination as to whether the alleged conduct constitutes sexual harassment should take into consideration all of the circumstances, including the context in which the alleged incidents occurred.

How to Report Sexual Misconduct:

IWCC encourages students to report all incidents of sexual misconduct to the police.

A guiding principal in the reporting of sexual offenses is to avoid re-victimizing the sexual assault survivor by forcing the person into any plan of action. Survivors of sexual offenses may contact any one of several IWCC departments or community services for assistance. The following resources provide immediate aid or on-going consultation for survivors of sexual assault:

REPORTING NUMBERS:

Council Bluffs Police Department	911
Director of Residence Life	712-256-6526
Assistant Director of Residence Life	712-325-3487
Dean of Student Life	712-325-3207
Dean of Student Success Programs	712-325-3345
IWCC Council Bluffs Campus Security	402-659-4939 (text messaging enabled) or 8000 from any campus phone
IWCC Security Supervisor	408-325-3727
Sexual Assault Program	712-328-0266
24-Hour Rape Crisis Line	712-328-0266
IWCC Cass County Center	911
IWCC Clarinda Campus	911
IWCC Fremont/Page County Center	911
IWCC Shelby County Center	911
Any Hospital or Medical Facility	

Privacy and Confidentiality

As stated above, the College encourages the reporting of all incidents of sexual assault. To the extent possible, the College will protect the privacy of all parties to a complaint of sexual misconduct. Under federal law, if a student makes a formal report about a sexual assault to a College official (e.g., officials within Student Services, deans, campus security personnel, and certain other administrators with supervisory responsibilities), the College has an obligation to investigate the complaint.

If the College receives a formal report, it will be treated in a confidential manner. At the same time, information will be shared as necessary in the course of an investigation with people who need to know such as investigators, witnesses, and the accused. When the College, through a report to a College official, becomes aware of an incident of sexual assault that occurred on-campus and there is a potential for bodily harm or danger to members of the campus community, College administrators must issue a timely warning to the campus. While the College will

provide enough information to safeguard the campus community, a student's name or other personally identifying information will not be disclosed.

Investigation and Disciplinary Action

The College disciplinary process will be followed for any report of a sexual offense. In order for IWCC to proceed, a written complaint (whether by the victim or a third party) must be filed with the Dean of Student Life or designee. If the complaint is criminal in nature, it will also be forwarded to Campus Security and law enforcement.

The Dean of Student Life, or designee, will investigate each reported sexual offense. Victims of sexual offenses should be aware of the need of the College to release information regarding the fact that an assault has occurred for the protection and safety of others. Every attempt is made to maintain the anonymity of the sexual assault survivor. Every attempt will be made not to release names to the media. Unless otherwise requested by the sexual offense survivor, names and address of survivors are released to the Council Bluffs Police Department. If the Dean of Student Life, or designee, determines that a threat continues to exist for the community, a timely warning will be issued. Information about the reported sexual offense will be reported to the campus community, including as much detail as possible regarding location, date and time of assault, and any information that may help identify the assailant.

The College will take appropriate action to safeguard the alleged survivor and, at the same time, protect the rights of the alleged perpetrator. If the survivor of a sexual offense lives on campus and requests reasonable alternative housing on-campus or a change in class schedule, the college will work with the student to accommodate the request.

There are different standards of proof in the College conduct proceeding than in criminal action. The College uses preponderance of the evidence standard to resolve complaints of sexual misconduct. The College conduct proceeding determines whether the alleged perpetrator's status as a student will be altered, whereas the criminal process determines if there will be limitations on the alleged perpetrator's liberty. As there are different standards and the purpose of each proceeding is different, IWCC encourages students who are the victims of sexual offenses to go forward with the College process as well as take legal action through local law enforcement agencies.

Please see the Student Code of Conduct for specific details regarding the College's disciplinary process and possible sanctions for violations. In cases of sexual offenses, the accuser and the accused shall be informed of the outcome of the College disciplinary proceeding. This information should not be disclosed to the general public.

Counseling / Student Assistance

IWCC encourages students who are the victim of a sexual assault to seek medical and counseling services. Victims may contact the Student Assistance Director, located in the Student Center – 2nd floor or call 712-325-3390 for help and for referral to outside agencies that can provide additional counseling and support.

CLERY ACT COMPLIANCE STATEMENT

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Iowa Western Community College publishes its Annual Security Report by October 1st of each year. This report includes statistics for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by IWCC; and on public property within or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault and other matters. You can obtain a copy of this report by contacting the Dean of Student Life or by accessing the report via the College's website at www.iwcc.edu.

STUDENT RIGHTS & RESPONSIBILITIES

DUE PROCESS POLICY

A grievance may be filed with the Vice President of Student Services, or designee, if there are questions or complaints involving individual rights as a student. For more information contact the Vice President of Student Services, Clark Hall, C-214 or call 712-325-3276.

DRUG AND ALCOHOL ABUSE EDUCATION PROGRAMS

The purpose of this policy is to set forth the College's policy regarding alcohol and other drug use, including unlawful drug use or abuse in the workplace in accordance with the Drug Free Workplace Act of 1988 (Public Law 100-690) and Drug Free Schools and Communities Act Amendments of 1989 (Public Law 101-226). A copy of the Drug Free Workplace information is in the *Student Handbook* and may be obtained from the Student Services Office. The College encourages and provides reasonable assistance to any student, faculty, or staff member who seeks information on chemical dependence or treatment for chemical dependency. The Student Success Office, Student Center 2nd Floor, can provide information and prevention programs for those seeking help with substance abuse.

DRUG-FREE SCHOOLS AND COMMUNITIES

Amendments to the Drug-Free Schools and Communities Act of 1989 require documentation of services and awareness for drug-free schools and communities. The College has filed a Drug Prevention Program Certification document with the U.S. Department of Education as required by Public Law 101-226. The College will comply with all requirements of this act. For more information, contact the Dean of Student Life.

CIVIL RIGHTS ACT

The Iowa Western Community College (Merged Area XIII) filed assurance of compliance with Title VI of the Civil Rights Act of 1964 on September 9, 1966, and accepts all requirements imposed by or pursuant to the regulation. No person in the United States shall, on the ground of race, sex, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity offered by the College.

EQUAL EDUCATIONAL OPPORTUNITY

Iowa Western Community College is committed to providing equal educational opportunity and forbids unlawful discrimination on the basis of race, color, religion, national origin, physical or mental disability, age, sex, sexual orientation, gender identity, ancestry, pregnancy, marital status, or medical condition. Equal educational opportunity includes: admission, recruitment, extracurricular programs and activities, housing, facilities, access to course offerings, counseling and testing, financial assistance, student employment, and athletics. In keeping with this policy of equal educational opportunity, the College is committed to creating and maintaining an atmosphere free from all forms of harassment.

TITLE IX—SEX DISCRIMINATION

Iowa Western Community College will not discriminate on the basis of the sex of a person in its education programs or the activities it operates; further, the College will not discriminate on the basis of a person's sex in regard to its admissions policies or in the employment of personnel. For more information or to file a complaint, contact the Dean of Student Life.

AMERICANS WITH DISABILITIES ACT AND THE REHABILITATION ACT

The Americans with Disabilities Act (ADA), Public Law 101-336, was enacted on July 26, 1990, to provide a clear and comprehensive mandate for the elimination of discrimination against individuals with disabilities. This federal legislation requires equal treatment of people with disabilities in employment, public services and transportation, public accommodations, and telecommunication services. Section 504 of the Rehabilitation Act of 1973, with virtually identical purposes, applies to any college or university that receives federal funds in any program.

Iowa Western Community College, a public entity as set forth in Title II of the ADA, is subject to the requirements of the Americans with Disabilities Act. Title II of the ADA prohibits discrimination against qualified individuals with disabilities with regard to the services, programs, and activities at Iowa Western Community College. Iowa Western Community College is also prohibited from discrimination against individuals with disabilities in its employment practices pursuant to Title I of the Americans with Disabilities Act.

For more information, contact the Director of Student Assistance, Student Center 2nd Floor, or call 712-325-3390.

TOBACCO POLICY

Use of all tobacco products is prohibited in all Iowa Western Community facilities, campuses, and centers. This includes all buildings, recreational fields, parking lots (including any vehicles located on the property), and all land deemed IWCC property.

SEARCH AND SEIZURE POLICY FOR STUDENTS AND VISITORS

Students and visitors (including their belongings) may be searched to protect the health and safety of fellow students and visitors, as well as ensuring the safety of the facilities on the campus of Iowa Western Community College.

A search of a student or visitor (the student or visitors' body and/or personal effects) will be justified when the college has reasonable suspicion that the search will produce evidence that the student or visitor has violated or is violating the law or college policy, rules, or regulations affecting the good order of the college.

Students and visitors are permitted to park on college premises as a matter of privilege, not of right. The college retains authority to conduct routine patrols of the parking lots which may include the use of a detection dog. The interior of a student or visitors automobile on the college's premises may be searched if a college official has reasonable and articulable suspicion to believe that illegal, unauthorized, or contraband items are contained inside.

CHILDREN IN THE COLLEGE

In order to ensure an environment conducive to learning and to provide maximum safety to people and property, it is the policy of this College to prohibit the inclusion of children in the workplace and in the classroom. Anyone under the age of 16 must have prior written approval from the appropriate Vice President to be permitted to have a child with them while attending classes or to be in a work setting.

PERSONAL ELECTRONIC DEVICES

To provide an environment conducive to learning, Iowa Western Community College requires that cellular phones, pagers, and other personal electronic devices be turned off or set to vibrate when entering classrooms, computer labs, library, offices, auditoriums, or arena areas. Cellular phones with picture taking capabilities are not allowed in bathrooms, locker rooms, or other areas where there is a reasonable expectation of privacy.

Faculty members do have the right to prohibit the use of any electronic device in their classroom.

GRIEVANCE PROCESS FOR STUDENTS

Academic Grievance

A grievance is defined as a statement expressing a complaint, resentment, or accusation lodged by a student about an academic circumstance which is thought by the student to be unfair.

A grievance shall **not** include any matter which would infringe upon the principles of academic freedom as exercised by the professional staff. This includes the selection and presentation of classroom or laboratory subjects and **the determination of grades** in all college courses. A grievance shall also **not** include any matter of a criminal nature or any matter which is subject to the Student Conduct, Discipline and Appeals Procedure.

1. The student should initially try to resolve the grievance within the instructional department, by first talking with the instructor, then the department chair, and finally the Dean.
2. The Dean or the student may wish to consult or seek assistance from an advisor, the Student Body President, or faculty member prior to discussing the grievance with the Vice President of Academic Affairs.
3. If the grievance cannot be resolved within the instructional division the student should talk with the Vice President of Academic Affairs. The Vice President of Academic Affairs, in consultation with the Vice President of Student Services who will try to resolve the grievance with assistance from other personnel as needed. The Vice President of Academic Affairs may elect to refer the matter to the Campus Judicial Review Board.
4. The decision of the Vice President of Academic Affairs will be final and ends the grievance process.

Non-Academic Grievance

A non-academic grievance is defined as a statement of complaint expressing a complaint, resentment, or accusation lodged by a student about a non-academic circumstance that is thought by the student to be unfair.

A grievance shall **not** include selection or non selection of participants on athletic teams, eviction from campus housing, (covered by the Disciplinary Procedures) or parking violations, (covered by the Parking Appeals Process).

1. The student should try to resolve the problem at the point of conflict, with the appropriate person or office.
2. If the problem cannot be resolved at this level, the student should seek information and advice from the Dean of Student Life, Dean of Student Success, or the Dean of Enrollment Services.
3. If the concern is still not resolved the student may seek consultation with the Vice President of Student Services. The Vice President may seek input from other college administrators in resolving the problem. The decision of the Vice President of Student Services is final and ends the grievance process.

FORMAL STUDENT COMPLAINT PROCEDURE

Beginning September 1, 1998, Iowa Western Community College has maintained a log of all formal student complaints. A formal complaint must be in writing, signed by the student, and sent or delivered to one of the following: the College President, the Vice President of Academic Affairs, or the Vice President of Student Services. Once each semester the Vice President of Student Services will share the contents of the log with the members of the president's cabinet.

DISCRIMINATION COMPLAINT PROCEDURE

The Discrimination Complaint Procedure may be used by students who believe the College policies on equal opportunity in employment and education have been violated, resulting in discriminatory treatment on the basis of disability, gender, age, race, religion, marital status or national origin.

All discrimination complaints are considered to be serious and shall be dealt with promptly. No student shall be subjected to coercion or retaliation for filing a complaint or providing information related to a complaint. Complaints may also be directed to the Iowa Civil Rights Commission, and Region VII's Equal Employment Opportunity Commission and Department of Education Office of Civil Rights in Kansas City.

Step 1 Discrimination Complaints

The Complainant shall submit a written complaint within 15 working days of the day the Complainant became aware of, or should have become aware of, the discrimination issue through the reasonable exercise of diligence. In no instance may this be later than 180 days from the date of the alleged discriminatory treatment. Complaints shall be submitted to the Dean of Student Life.

The Dean of Student Life, or designee, may elect to meet with the Complainant and other college personnel to gather additional information. The Dean of Student Life will issue a written response within ten (10) working days of receipt of the complaint.

Harassment Complaints

The Complainant shall inform the Dean of Student Life, or designee, of the alleged harassment in writing, within 15 working days of the day the Complainant became aware of, or should have become aware of, the issue through the reasonable exercise of diligence. In no instance may this be later than 180 days from the date of the alleged harassment.

The Dean of Student Life, or designee, shall meet with the Complainant and any other parties deemed appropriate. The Dean of Student Life, or designee, will review the complaint and issue a written response within ten (10) working days from receipt of the complaint.

Step 2 If the Complainant is not satisfied with the response received in the first step, the written complaint shall be submitted to the Vice President, or designee, within five (5) working days from receipt of the response. The Vice President, or designee, may meet with the Complainant or any other parties deemed appropriate. A final written decision shall be issued within ten (10) working days from receipt of the complaint at Step 2.

Time limits may be extended by written mutual agreement of the parties. If a Complainant fails to proceed to the next step within the prescribed time limits, the complaint shall be considered closed based upon the last response.

Step 3 If the Complainant is not satisfied with the response received at Step 1 or 2, the written statement shall be submitted to the President, or designee, within five (5) working days from receipt of the response. The President, or designee, may meet with the Complainant or any other parties deemed appropriate. A final written decision shall be issued within 10 working days from receipt of the complaint at Step 3.

Time Time limits may be extended by written mutual agreement of the parties. If a Complainant fails to proceed to the next step within the prescribed time limits, the complaint shall be considered closed based upon the last response. If the administration fails to respond within the prescribed time limits, the Complainant may proceed to the next step.

STUDENT CODE OF CONDUCT, DISCIPLINE AND APPEALS PROCEDURE

A. Statement of General Expectations

All students (any person enrolled in credit or non-credit courses) are expected and required to follow college policies, rules and regulations, and not violate municipal, county, state, or federal law. In addition, all students are expected to conduct themselves in such a manner as to show respect for properly constituted authority, exhibit and maintain integrity and honor in all matters related to the College, and not interfere with or disrupt the orderly educational process of the College.

B. Institutional Regulations

1. The Board of Directors of Iowa Western Community College confers upon the faculty and staff the power to invoke sanctions to protect the educational processes and the rights of students, faculty and staff.
2. To provide procedures that will clearly inform Iowa Western Community College students of the regulations that govern their behavior while on college property, at cooperating agencies, or while in attendance at college sponsored activities or events.

C. Jurisdiction of the IWCC Student Conduct Policy

The Student Conduct, Discipline, and Appeals Procedure applies to conduct that occurs on IWCC College Property, at IWCC sponsored activities at clinical sites, attendance centers, or any College facility, and off-campus conduct that adversely affects the IWCC community and/or the pursuit of its educational mission. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of the degree or certificate. This includes conduct that may occur before classes begin or after classes end, as well as during the academic year and during periods between terms and actual enrollment. The Student Conduct Policy shall apply to a student's conduct even if the student withdraws from school while a

disciplinary matter is pending. The Dean of Student Life, or designee, shall decide whether the Student Conduct Policy shall be applied to conduct occurring off-campus on a case by case basis.

D. Student Responsibilities and Rights

IWCC offers each student the freedom to learn and the freedom to enjoy college life in an orderly and lawful manner. In return, IWCC expects every student to assume the obligation and responsibilities that accompany those freedoms. By voluntary enrollment at IWCC, students assume the obligation and responsibility of conducting themselves in accordance with the reasonable and lawful requirements of IWCC and its educational functions and processes. Violations of these responsibilities may result in sanctions that can include expulsion from the institution. Students are guaranteed their constitutional right to due process in certain circumstances in which due process rights are triggered.

IWCC does not discriminate against by virtue of their race, color, creed, gender, sexual orientation, national origin, religion, age, disability, or to the extent covered by law, veteran status.

E. Student Code of Conduct

Students are expected to comply with all Board and Administrative Policies. Conduct which is contrary to any of the following may subject the student to disciplinary action and shall constitute a violation. This is not an exhaustive list of all the behavior that may be subject to disciplinary sanctions.

1. Academic Dishonesty:

Upon enrolling in the college, each student assumes an obligation to conduct their academic affairs in a manner compatible with the standards of academic honesty established by the college and its faculty. If this obligation is neglected or ignored by the student, through the normal procedures of course work evaluation, students' course work will be evaluated and disciplinary action taken. The following statements identify the types of activities that would constitute violations of the college's standards of academic honesty.

1.1 Plagiarism: *The unauthorized use of materials not written or created by the person claiming authorship. Plagiarism includes but is not limited to the following:*

1. Turning in a written essay produced by someone else.
2. Collaborating on a written assignment without the specific instructor's approval.
3. Borrowing materials from any source (professional or amateur) and turning them in as original.
4. Failure to acknowledge through appropriate citations any words, ideas, research, graphics, etc., produced by someone other than the person claiming authorship.

1.2 Cheating: *Dishonest acts committed while being tested or evaluated.*

1. Copying from another person's tests or assignments.
2. Using unauthorized test aids such as notes, drawings, books, etc., during an examination.
3. Submitting a paper which was turned in to another instructor in another class to fulfill part of that course's required work-unless agreed upon ahead of time by the instructor of the second course.
4. Aiding another student in dishonesty such as producing written work or sharing information during a test period.
5. Fabricating research or source materials.
6. Stealing, buying or somehow obtaining a test from an instructor's work or computer files.

2. Computer Misuse:

The following information sets forth the Computer Use Policy for Iowa Western Community College. Each individual who obtains a network account, or uses the computers and network resources made available by Iowa Western Community College, must understand that they are accountable for the policies set forth in this document. In addition, users assume responsibility for:

- Protection of his/her passwords
- Reporting any breach of system security
- Reporting unauthorized use of his/her accounts
- Changing his/her passwords on a regular basis
- Frequently making backup copies of your work to ensure against loss
- Clearly labeling works and opinions as his/her own before they are widely distributed

Iowa Western Community College's computer facilities and services are offered in support of teaching, learning and research. Access to the computer systems and networks owned and operated by IWCC imposes certain responsibilities upon users, in

accordance with college policy and local, state and federal law. Users accept the responsibility for utilizing services in ways that are ethical, that demonstrate academic integrity and respect for others who share this resource. This policy is established in an effort to help users understand what is expected of them. It sets guidelines regarding the issues of privacy and respect for property, ownership of data, system security, and misuse of the system. The following constitute violations of the computer conduct policy:

1. Intentionally disrupting access of other students, faculty, or staff members to college computer and other technological resources.
2. Knowingly obtaining without authorization access to a computer account assigned to another person.
3. Knowingly using an account belonging to another student, faculty, staff, department, or organization for other than its intended purpose without permission from the owner.
4. Intentionally using any unauthorized account.
5. Using college computer equipment to interfere with the lawful rights of others by such activities as falsifying or altering records, creating fraudulent documents, damaging programs belonging to another, sending harassing or threatening material, or duplicating copyrighted software unlawfully.
6. Using computer or network services for commercial purposes.
7. Excessive game playing which impairs the academic work of other students.
8. Excessive WEB surfing not related to college course work and/or assignments.
9. Sending excessive email or messages locally or over the network such as chain letters, advertisements or solicitations.
10. Knowingly installing or running a program that will damage or place an undue burden on the system.
11. Knowingly acting in a manner that will disrupt normal operations of computers of the network.
12. Using computer or network services in a way that violates copyrights, patent protections or license agreements.
13. Unauthorized copying of any software (including operating systems, programs, applications, databases, or code) which is licensed or protected by copyright.
14. Gaining unauthorized access to information that is private or protected, or attempting to do so.
15. Running programs that attempt to identify passwords or codes.
16. Interrupting programs that protect data or secure systems, or attempting to do so.
17. Monitoring or tampering with another person's email.
18. Reading, copying, changing or deleting another person's work.
19. Using another person's password, or allowing others to use yours.
20. Attempting to gain network privileges to which you are not entitled.
21. Using outside software programs in any lab or office. This includes, but is not limited to programs known as computer viruses, Trojan Horses, worms and personal software from home.
22. Personally installing hardware or software on any computer.
23. Changing computer CMOS settings.
24. Using a computer that would in any way be disruptive to the academic environment.
25. Removing computer equipment, software, or peripherals that are owned by Iowa Western Community College.
26. Food, beverage and tobacco products.
27. using the computer or computer systems to engage in the following forms of prohibited communication:
 - obscene, lewd, or sexually harassing images or text
 - defamation
 - advocacy directed to incite or produce lawless action
 - threats of violence
 - harassment based on sex, race, disability, or any other protected status
 - anonymous or repeated messages designed to annoy, abuse or torment

3. Discrimination and/or Harassment:

Engaging in behavior which is discriminatory, including harassment of other students and/or staff based on race, color, creed, gender, sexual orientation, national origin, religion, age, disability, or to the extent covered by law, veteran status, will not be tolerated. Behavior may take the form of name calling, taunting, undesired statements regarding the person, graffiti, or other outward actions which are interpreted as discriminating to others. Behavior of this nature will not be tolerated and will be dealt with in accordance with the Discrimination Complaint Procedure.

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature.

4. Use or Presence of Alcohol or Controlled Substances on Campus:

The presence or use of alcohol or other controlled substances on the campus, in the facilities of Iowa Western Community College, and at all college sponsored events is strictly prohibited. This regulation pertains to all Iowa Western Community College and Western Iowa Dormitory, Inc. student housing facilities and surrounding grounds and at activities or athletic events, on and off campus. IWCC enforces the State of Iowa drinking laws, including the prohibition of use by persons under 21 years of age. IWCC enforces both the State of Iowa and the Federal drug laws regarding the use, possession, and sale of illegal drugs and drug paraphernalia. The following actions constitute violations of the Substance Abuse Regulations:

1. Being present at a gathering where alcohol or other controlled substances are present or being consumed.
2. Being present in an area containing full or empty alcohol containers or drug paraphernalia.
3. Being under the influence of alcohol or another controlled substance in class, on campus, or at an off-campus college sponsored activity.
4. Manufacturing, processing, selling, providing, using, or possessing any narcotic drug, marijuana, or other illegal controlled substance, and/or drug related paraphernalia on College property.

Violators of the Use or Presence of Alcohol or Controlled Substances regulations may be reported to proper authorities for legal action or possible arrest by law enforcement officials for apparent violation of local, state, or federal laws pertaining to illegal use or possession of alcohol or other controlled substances. Violators may also be required to participate in an alcohol or drug education program. Please refer to a complete list of housing rules and regulations in the Resident Housing Contract and / or Residence Life Handbook.

5. Other Conduct Subject to Sanctions:

1. Acting or failing to act in a manner which causes concern for the health and safety of oneself or others. Assaulting, threatening, verbally or physically abusing, or endangering in any other manner the health or safety of 1) a college student, staff, or faculty; or, 2) any person on the campus or at a college-sponsored or supervised activity or event.
2. Misusing or misappropriating College property or private property on campus or at off-campus college activities, including, but not limited to: theft or attempted theft; burglary; possession of stolen property; and willful destruction, damage, defacement, or mutilation of property belonging to, or in the custody of, the College or member of the college community.
3. Using or possessing weapons, firearms, BB guns, tazers, knives, ammunition, explosives, fireworks, or simulations of any such items (devices that appear to be real such as a realistic toy, replica, paint-ball gun, air soft gun, etc.) and other dangerous articles within College buildings, on campus (including parking lots), or at college-sponsored or supervised functions, except in authorized facilities and by students who are law enforcement officers required to carry such weapons at all times. A weapon may also include an object designed for use or used in a manner to inflict harm or threaten harm to a human being or animal.
4. Intentionally initiating a false alarm of a fire, bomb threat, or other catastrophe by reporting one or by tampering with the alarm system or safety equipment.
5. Engaging in the intentional setting of fires or explosions within College buildings or on the campus without proper authority.
6. Threatening to place or attempting to place any incendiary or explosive device or material in or about the College premises or at the site of a college-sponsored activity.
7. Willfully failing to identify oneself by name and/or comply with a proper order of any faculty member or other College official, including employed security personnel, properly identified (by stating his or her name and title if requested by a student) and acting within the scope of his or her authority.
8. Intentionally disrupting the orderly process of the College or intentionally obstructing or defying access to services or facilities by those entitled to use such services or facilities. Intentionally interfering with the lawful rights of other persons on the campus. Inciting others to do any of the above.
9. Operating a motor vehicle recklessly so as to pose a threat to the safety of others or to property, on campus, or at college-sponsored activities off campus. Failing to abide by the Iowa Western Community College Traffic and Parking Regulations. (See the Iowa Western Community College Traffic and Parking Regulations Brochure. A copy of this brochure is provided to every student issued parking permit. A copy of this brochure can be obtained from the IWCC Cashier's Window or from IWCC Campus

Security.) It is the student's responsibility to read and comply with the Iowa Western Community College Traffic and Parking Regulations.

10. Making a disruptive noise in the vicinity of the College or at college-sponsored activities which disrupts the orderly, efficient, and disciplined atmosphere of the college or college-sponsored activity.
11. Engaging in willful misrepresentation of any material fact to faculty, college staff, or others about one's status, academic performance within the College, or of the support, sponsorship, or approval by the College of the services or activities of any person, group, or organization.
12. Falsifying any document used to conduct academic, employment, housing, or other business of the College. This includes, but is not limited to, falsely reporting hours of employment, forging a signature, falsely reporting an incident, or in any other manner reporting false information to any college office.
13. Engaging in forgery, alteration, or misuse of any college records or documents, college keys or keycards, or student or staff identification cards.
14. Communicating any confidential information gained through student employment.
15. Any other willful or intentional inappropriate conduct for which the College can demonstrate a clear and distinct interest as an academic institution and which seriously threatens, 1) any educational process, operation, or other function of the College or, 2) the health or safety of any member of the academic community.
16. Disorderly, lewd, indecent, or obscene conduct.
17. Violation of IWCC Residence Life and Student Housing rules, guidelines, policies, and procedures.

6. Disciplinary Procedures:

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

6.1 Notice to Appear:

- A student may be ordered to appear before a Department Head, Director, Dean, Vice President, or designee, in connection with an alleged violation by a written notice from the appropriate Vice President, or designee, served upon the student.
- The notice shall direct the student to appear at a specified time and place not less than three (3) days after the date of service. The notice shall briefly describe the alleged violation.
- Failure to comply with a Notice to Appear constitutes a violation of the Student Code of Conduct and may result in additional disciplinary sanctions. If the student has not contacted the Vice President, or designee, and/or does not appear at the hearing, the Vice President, or designee, may make a decision of responsibility or non-responsibility and the sanction.

6.2 Informal Hearing:

When the student appears before a Department Head, Director, Dean, Vice President, or designee, they shall advise the student of their rights as set forth in this code. After completing discussion and investigation of the charge, the designated college official shall provide the student with a written statement within five (5) full college class days from meeting date, which states the following:

- The nature of the violation.
- The sanction that will be imposed and its implications.
- The right to appeal the decision of the Vice President, or designee, according to the procedures listed in the Student Code of Conduct.

6.3 Interim Suspension:

The Vice President of Student Services, Vice President of Academic Affairs, or designees, shall have the authority to immediately and summarily suspend any student, when in the opinion of any of these officials, 1) such student is alleged to have violated any provision of the Student Code of Conduct and 2) whose presence poses a continuing danger to persons and/or property, and/or who is an ongoing threat of disrupting the academic process, is subject to an immediate temporary suspension from a class, a specific number of classes, a program, an activity, athletic participation, housing and Residence Life, or the College. A temporary suspension shall be followed by appropriate notice and an informal hearing

before the appropriate Vice President/Dean as soon as possible. Depending upon the circumstances, the temporary suspension may be continued until the completion of these procedures. Please note, the Interim Suspension Policy, includes eviction from a housing facility.

6.4 Disciplinary Removal:

A faculty or staff member may enact immediate temporary removal of a student from a class, office, attendance center, clinical site, or other IWCC related facility for disciplinary reasons. These include, but are not limited to:

- Any attempt to threaten by words or actions which causes concern for the health and safety of others.
- Possession, use, sale, or purchase of illegal drugs or intoxicating beverages on campus.
- Destruction or theft of college property or another person's personal property.
- Any activities causing a major disruption or disturbance.

6.5 Appeal Procedures:

A student who receives a sanction under the Student Code of Conduct may request, in writing, to the Vice President of Student Services or Vice President of Academic Affairs, or designees, within three (3) full college class days, that the charge be pursued through an appeal. The Vice President of Student Services, Vice President of Academic Affairs, or designees, shall initiate discussions within three (3) full college class days from receiving the request. Within five (5) full college class days after the investigation, the Vice President, or designee, may either:

- Dismiss the allegation as unfounded, either before or after conferring with the student.
- Modify the sanction given.
- Agree with the sanction imposed.
- Request a formal Judicial Review Board hearing for disposition of the charge.

The Vice President of Student Services, Vice President of Academic Affairs, or designees, will determine if the following constitute reason for a Judicial Review Board hearing:

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

(Traffic and Parking Sanctions may only be appealed through the Parking Violation Appeal Court. See the IWCC and Parking Regulations Brochure for information regarding the Parking Violation Appeal Court.)

6.6 Judicial Review Board:

The Judicial Review Board shall hear and receive evidence to determine whether a violation of student regulations has occurred and determine an appropriate sanction. The Judicial Review Board, appointed by the President, includes three (3) student representatives, two (2) student alternates, three (3) faculty/staff members and two (2) campus student services professionals. A quorum shall consist of four (4) or more members of which two (2) must be students. The notice of hearing shall be sent by certified mail or delivered personally to the student. The Chairperson of the Judicial Review Board and the Vice President of Student Services, or designees, shall set the time and place for the Review Board's hearing, the notice of which will be included in the "Notice of Charge," with a copy to the charging party.

The charging party bears the burden of showing by a preponderance of evidence that a student regulation was violated. The chairperson may exclude irrelevant, immaterial, or unduly repetitive evidence. A finding by the Judicial Review Board shall be based on the kind of evidence which reasonably prudent persons are accustomed to rely in the conduct of their serious affairs. Objections to evidentiary offers may be made and shall be noted in the record.

The Judicial Review Board's decision as to whether a student conduct regulation was violated and the appropriate sanction, if any, will be conveyed by the chairperson to the student in person or by certified mail within two (2) full college class days after the hearing is concluded. This letter will include the reasoning by which the decision was reached, the sanction imposed, and the right to appeal. The action shall be effective upon the mailing of the notification. A copy of the letter will be placed in the student's file.

Judicial Review Board - Rights at Hearing:

The student charged has the following rights at a hearing: 1) to present his or her side of the story, 2) to present witnesses and evidence on his or her behalf, 3) to cross-examine witnesses presenting evidence against the student, 4) to be represented by an advisor (see section 6.7) at the student's expense (please note, two advisors are permitted). Throughout the process, the student should work with the Vice President of Student Services, or designee, who will assure that the student understands his or her rights and the procedures involved.

Judicial Review Board Appeal:

The student may request a review of the Judicial Review Board's decision by making such a request in writing within five (5) full college class days of receiving notification of the Board's decision to the Iowa Western Community College President. The President will review the Judicial Review Board's decision and respond to the student, in writing, within five (5) full college class days from the date the request was filed. The President's decision is final.

6.7 Advisors or Legal Counsel Representing Students in Academic or Disciplinary Hearings

Iowa Western Community College is making this statement available to advisors / attorneys who have been retained by students charged with violations of the academic or disciplinary procedures of the College so that the roles and purposes of these proceedings will be clear to all participants. Please note two advisors are permitted for the charged party.

The hearings conducted by the College Judicial Review Board are not quasi-judicial proceedings. Therefore, advisors / counsel may be present to advise clients but may not actively participate by questioning witnesses, cross-examining witnesses, or other participants not formally addressing the board. The role of the attorney is to advise clients and assist them in performing such questioning. The presiding officer of the board will determine whether offered evidence is admissible, but the Rules of Evidence will not be applied. Both written and oral testimony may be used. The standard for admission of evidence is that "which reasonable prudent persons are accustomed to rely on in the conduct of their serious affairs." Determination standard is preponderance of the evidence. Students who are involved in these hearings will be provided with the complete policy and procedure statement of the College.

6.8 Sanctions

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

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

7. **Disciplinary Records**

If disciplinary action is taken against a student under the procedures outlined above and a sanction imposed, a record of the action will be kept by the Dean of Student Life. Record of non-academic disciplinary sanctions will not, however, appear on the charged student's transcript, but a copy may be maintained in the student's file.

Disciplinary actions are part of the education records of the student and consequently, are not available for public disclosure or discussion. The College will not disclose information outside the College relating to the student's nonacademic disciplinary record, except as allowed by law or when prior written permission from the student has been received.

OTHER INFORMATION

ANNOUNCEMENT OF SCHOOL CLOSING

In the event that weather and/or road conditions close the Iowa Western campus, the Iowa Western web site homepage will display a message about the status of classes. The web site address is <http://www.iwcc.edu>. The message will be updated on days when weather threatens. In addition to the web site, the following television and radio stations will be notified if classes will be cancelled:

Television: KETV-7; KMTV-3; KPTM-42, WOWT-6, Cox Cable CBTV-17

(In addition to airing cancellation notices, the television stations also list closing information on their web sites.)

Radio Stations: KIWR, KFAB, KMA, KNOD, KCSI, KOAK, KEFM, KEZO, KKCD, KQCH, KSRZ, KGOR, KRQC, KXKT, KJAN, KCTY, KKAR, KOIL, KQKQ, KZFX, KSOM, KVNO

Text Message: The College will issue a text message via the Reiver Alert System to inform students and staff of school closings due to weather. To receive a text message alert, you must sign up for Reiver Alert at www.iwcc.edu.



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