

# **Student Handbook**

# STUDENT HANDBOOK

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## ADMISSIONS

Students begin the admissions process by contacting the Admissions Office located on the second floor of the Activity Center. Office hours are 7:45 a.m. to 4:15 p.m. Monday through Friday and by appointment. Special visitation days are held periodically throughout the year. For more information, call 641-422-4245 or 1-888-GO NIACC, Extension 4245.

### Applying to the College

North Iowa Area Community College is an “open door” public two-year college. Generally, you will not encounter any problems in being admitted, but you must complete certain admissions steps. (Please note that admission to the College does not ensure admission to all programs offered.)

*All application materials are to be submitted to the Admissions Office, North Iowa Area Community College 500 College Drive, Mason City, Iowa 50401. You may also complete an online application ([www.niacc.com](http://www.niacc.com)).*

1. Carefully complete the NIACC Application for Admission. Your registration date will be established according to the date your application is received. Note that your social security number and intended major or program are required on the application.
2. Submit your high school transcript or GED scores with your application. (Upon graduation you should submit a final transcript.) [If you do not have your high school diploma or equivalent, contact the College to find out how we can help you earn one. A student will be allowed to take courses for one semester while obtaining the GED. The student will not be eligible for financial aid during the semester he/she is completing the GED.]
3. An assessment of your skills and abilities is required as part of the registration process. You may either submit your American College Test (ACT) scores or complete the COMPASS assessment at NIACC. COMPASS assessment is provided in Hampton, Charles City, Lake Mills, and Garner on a regular basis. Call the Admissions Office to schedule the COMPASS assessment.
4. If you have earned credits at another college, have your transcript(s) forwarded to NIACC.

Note: Students applying for the Associate Degree Nursing, Practical Nursing, LPN to ADN, Medical Lab Technician, Physical Therapist Assistant, Information Systems Technology, or E-Commerce, Web Design and Development Programs need to complete a specific packet of application materials available from the Student Services Office in the Administration Building, Room 104. Please call 641-422-4207 or 1-888-GO NIACC, Ext. 4207, for more information.

High school students may enroll in both high school and college classes provided their high school has knowledge of this concurrent enrollment. Whether these courses receive high school credit is entirely at the discretion of the high school administration. Post-secondary Enrollment Options (PSEO) classes are another option for top high school juniors and seniors (ask your high school counselor for more information.)

### Orientation

All new and transfer students who are entering NIACC for the first time and who intend to take day classes are required to attend a new student orientation. During orientation students learn about NIACC policies and procedures, academic requirements, faculty expectations, and are given information about financing their education, student housing, and student activities. Students will also learn how to adapt to their new college environment.

### International Students

International students who desire admission are sent an international student admission packet. A TOEFL score of 520 is required as evidence of command of the English language to profit from the curriculum. Also evidence of adequate financial resources is required of all international students. All required documents must be returned with the \$50 application fee before issuance of Forms I-20A and B (Immigration Certificate of Acceptance). Contact the Admissions Office for an international student admissions packet.

## COUNSELING

### Where and when are counselors available?

A counselor is available from 7:45 a.m. to 6:30 p.m. Monday through Thursday; and on Friday from 7:45 a.m. to 4:15 p.m. The Counseling Center is located in the Administration Building, Room 104.

### Who may use the Counseling Center?

The counseling/advising service is available to all NIACC students. There is no charge for this service.

### How do I make my first contact with the Counseling Center?

Since the services of the Counseling Center are offered to you on a voluntary basis, you may arrange for an appointment whenever you have something you wish to discuss with a counselor. However, should you feel the need to see a counselor immediately, feel free to come to the Counseling Center without an appointment. Arrangements for an appointment with a counselor are made with the secretary at the center during regular office hours or by calling 422-4207.

### How does counseling work?

Your counselor's job is to help you gain a better understanding of the significance of your feelings, attitudes, aptitudes and other personal data in order for you to have a more realistic basis upon which to make your own decisions. The ultimate goal is to help you grow in self-understanding so that you can cope better with your immediate situation and any problems that may arise.

## Academic Advising

When you register, you are assigned a counselor/advisor according to your major. Most students continue to work with this counselor/advisor; however, changes may be made.

Every effort is made to ensure the accuracy of information given in the curriculum section of the catalog, and academic advisors advise students to the best of their abilities. IT IS, nevertheless, THE RESPONSIBILITY OF THE STUDENT TO BE CERTAIN THAT THE COURSES SELECTED WILL MEET THE REQUIREMENTS FOR THE DEGREE SOUGHT. Students should correspond with the transfer college and obtain verification of their complete program at North Iowa Area Community College.

## Career Counseling

Career counseling is available to assist students in making decisions about their college major and future career direction.

Students can make an appointment with a counselor for individual assistance or can attend career choices workshops offered on campus.

In career counseling, various assessments may be used to help students learn about their interests, personality preferences, values, and aptitudes and how they relate to their choice of college major and future career direction.

## Student Support Services

Student Support Services is a federally funded grant project which helps eligible students stay in college and graduate. The Project offers counseling, tutoring, a college survival skills orientation course, career exploration, transfer assistance, and cultural awareness.

Recipients of these services must be citizens or legal residents of the United States who are currently enrolled in a credit program. Participants must meet at least one of the following eligibility requirements: first generation student, low income, and/or physically handicapped/learning disability. Students interested in these services should call 641-422-4105, or 1-888-GO NIACC, Extension 4105, or stop at the Student Services Office in the Administration Building.

## Special Needs

NIACC endeavors to provide reasonable accommodations for students requiring special services. When students become 18 years old, they are legally their own advocates. As self-advocates, students with disabilities are expected to negotiate accommodations individually with faculty and staff. However, counselors will assist students with special needs to become self-advocates. The counselor works with students, administrators, faculty, and support staff to insure that students who are disadvantaged or have disabilities receive full benefits of NIACC Services. Persons in need of supportive services should contact the Counseling Center.

The student must submit a request for accommodation to their counselor. This request should describe the requested accommodation. The student is responsible for providing documentation of the disability. A request form is available from the counselor.

## Vocational Rehabilitation Services

Rehabilitation services are available to eligible students attending NIACC. These may include medical and psychological assessment, vocational evaluation, counseling and guidance, assistive technology, job training, and job placement assistance.

You may receive more information by calling 422-4227 or by stopping by the Administration Building, Room 104K.

## Substance Abuse Prevention and Referral

NIACC recognizes drug abuse as a potential health, safety, and security problem. Students needing help in dealing with such problems are encouraged to seek assistance from our college professional counselors and utilize the resources made available through the campus and the community.

**BACCHUS**

Boost Alcohol Consciousness Concerning the Health of University Students (BACCHUS) is a student club which promotes developing responsible habits, attitudes and lifestyles regarding alcohol and related issues. As a member of BACCHUS, your activities might include National Awareness Week, Red Ribbon Campaign, and peer education. You may also earn college credit. Contact Jonnie Webster, Counselor, for more information.

Informational brochures are available in the Student Services Office, the Activity Center, the Student Learning Center, and in our housing facilities.

College Policy

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in college premises or while representing the college off campus is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including expulsion, and may have legal consequences. (See page 215.)

State Law

*According to Iowa law anyone under 21 who is caught driving with a blood alcohol content of .02 or more will lose their driver's license or permit for up to 60 days. Temporary driving permits for school, work, or any reason, will not be allowed during the suspension period. Realize that .02 is a very small amount — as little as one beer or drink.*

**Student Health**

Campus Health Services

Health services are available for students every Wednesday during the fall and spring semesters from 1-4 p.m. in the McAllister Hall, Room 104A (excluding breaks). Services are provided through the Mercy Family Care Network, Cerro Gordo Department of Public Health, and North Iowa Area Community College Counseling Center. The cost is \$20.00 for an examination and \$10.00 for consultation. HIV testing and counseling are free. An appointment is recommended and may be made through the Counseling Center.

Accident and Health Insurance

The purchase of student health insurance is voluntary at NIACC. Brochures identifying several plans are available in the Student Services Office. Uninsured students, or students enrolled in courses or activities where potentially hazardous situations may occur are encouraged to obtain health/accident insurance. Medical costs for treatment of illness or accident, not covered by personal insurance, must be paid by the individual student.

Emergencies

A referral will be made to a local medical facility when a student requires immediate medical attention. The student and parent will be responsible for the payment of such services.

FAMILY HEALTH LINE (formerly ASK-A-NURSE)  
422-7777 or 1-800-468-0050

This is a community service which is offered 24 hours a day, 7 days a week and is staffed by an RN. The following services are provided: health information, physician referrals, community services and hospital services referrals.

**Crime Awareness and Campus Security**

The Student Right-to-Know and Campus Security Act (PL 101-542) requires colleges and universities whose students receive federal student aid to disclose and report program completion and graduation rates for students, for student athletes, and maintain certain campus security policies and campus crime information.

The following statistics, provided in compliance with the Federal Crime Awareness and Campus Security Act of 1990, are for your information. The first six statistics reflect the number of crimes reported on campus. The last three statistics reflect the number of arrests associated with each respective offense. If you have questions, contact the Vice President for Student Services.

July 1, 1998 - June 30, 1999

Reported Occurrences

Murder.....	0
Rape .....	0
Robbery .....	0
Aggravated Assault.....	1
Burglary.....	0
Motor Vehicle Theft.....	0

Arrests

Liquor Law Violations.....	0
Drug Abuse Violations .....	0
Weapons Possessions.....	0

Reporting Crimes

Students are encouraged to report all criminal incidents and/or suspicious activity to the Mason City Police Department. Any crime on campus or violation of the Student Conduct Code should be reported to the Vice President for Student Services.

**Sexual Abuse and Sexual Harassment**

The following policies, procedures, and guidelines may be applied to incidents of sexual abuse and sexual harassment. Sexual abuse is defined as sexual contact with an individual who is either unwilling or unable to consent to the sexual contact. Sexual harassment consists of unwelcome actions or language of a sexual nature which is affecting work or academic-related decisions or creates a hostile working or academic environment.

Members of the counseling staff understand the personal and potentially traumatic nature of these incidents and are available to provide students with support, information, and guidance in responding to incidents involving sexual abuse or sexual harassment.

**What to do if you are sexually abused**

There are a variety of options available to students who are sexually abused. Listed below are several options students may choose when attempting to resolve some of the issues associated with a sexual assault. An individual may select all of these options, or he/she may select none of them. One important component of recovery after a sexual assault is talking about the incident, and each person must choose the avenue that is best for him/her.

1. Contact the police immediately. Dial 911 from a campus extension phone or any other phone. Even if a person is unsure whether or not he/she wishes to file criminal charges, reporting the incident to the police helps maintain available options by preserving important evidence. An individual should not wash, douche, or shower following an assault because it could destroy evidence. Members of the counseling staff are available to assist students throughout this process.
2. Contact a trained sexual assault advocate. Advocates are available through the Sexual Assault Center and may be contacted by the police, emergency room personnel or directly through their answering service at 424-7433. Advocates are available 24-hours each day, and may provide valuable support and information.
3. Contact the Mental Health Center of North Iowa. Professional counselors are an invaluable resource in surviving a sexual assault. Counselors can provide immediate as well as long-term support and may be contacted at 424-2075.
4. Report the crime to the Vice President for Student Services. He/she can provide information about on-campus counseling services and campus disciplinary systems. The NIACC campus discipline system may be utilized for incidents where the parties involved are NIACC students. (See page 215.)

Sexual assault prevention programs are sponsored annually on the NIACC campus with the goal of promoting safe, healthy, non-violent relationships. Educational information is presented at New Student Orientation, during residence hall programs and at campus-wide informational sessions.

**Sexual Harassment**Introduction

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

Staff in positions of authority need to be sensitive to the potential for conflicts of interest in personal relationships with students or subordinate employees. When significant disparities in age or authority are present between two individuals, questions about professional

responsibility and the mutuality of consent to a personal relationship may well arise.

Definition of Sexual Harassment

The Equal Employment Opportunity Commission characterizes sexual harassment as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature." Such behavior is illegal when:

- A. Submission to such conduct is made either explicitly or implicitly a term of condition of status as a student or employee;
- B. Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting such individual's employment or academic progress; or
- C. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment.

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

Sexual harassment takes many forms, for example:

- repeated and unwanted staring, comments, or propositions of a sexual nature
- subtle pressure for sexual activity
- sexist remarks about a person's clothing, body, or sexual activities
- unnecessary touching, patting, hugging, or brushing against a person's body
- direct or implied threats that submission to sexual advances will be a condition of employment, work status, grades, or letters of recommendation
- physical assault

Policy

A. Because staff and students at North Iowa Area Community College have a right to be free from sexual harassment by colleagues, supervisors, or instructors, the College does not condone actions or words which a reasonable person would regard as sexually harassing or coercive. This means that the following behaviors will not be tolerated:

1. Abusing the dignity of an employee or student through insulting or degrading sexual remarks or conduct;
  2. Threats, demands, or suggestions that an employee's work status or a student's academic progress is contingent upon his/her toleration of or acquiescence to sexual advances.
- B. The relationship between faculty and students is central to the mission of the College. It is essential to

establish that the standard of expected conduct in that relationship goes beyond the normal description against sexual harassment. What might appear to be consensual, even to the parties involved, may in fact not be so. Recent court cases tend to support this view.

Faculty members exercise power over students, whether in giving them praise or criticism, evaluating them, making recommendations for their further studies or their future employment, or conferring any other benefits on them.

Therefore, the College will view it as unethical and inappropriate if faculty members engage in amorous relations with students enrolled in their classes or subject to their supervision, even when both parties appear to have consented to the relationship. Exceptions might be previous and ongoing relationships, such as husband and wife.

C. Education efforts are essential to the establishment of a campus environment that is as free as possible of sexual harassment and in which highest standards of conduct in consensual relationships are observed. There are at least four goals to be achieved through education:

1. Ensuring that all victims (and potential victims) are aware of their rights.
2. Notifying individuals of conduct that is prohibited.
3. Informing administrators about the proper way to address complaints of violations of this policy.
4. Helping educate the insensitive about the problems this policy addresses.

#### Courses of Action

- A. Students who feel that they have been the subjects of such harassment should advise the Vice President for Student Services.
- B. Staff members should advise their immediate supervisor, the Director of Human Resources, or the Vice President for Administrative Services.
- C. When informed or made aware of a possible harassment situation, the President will conduct an investigation utilizing the procedures outlined in the guidelines for "Handling Complaints Regarding Employees."

# FINANCIAL AID AND SCHOLARSHIPS

## FEDERAL AND STATE FINANCIAL AID

North Iowa Area Community College provides financial assistance in the form of grants, scholarships, loans, and part-time employment (work study) to meet educational expenses. Most of the assistance requires that the student demonstrate financial need. Students apply for financial aid by completing the Free Application for Federal Student Aid (FAFSA).

The FAFSA application may be completed anytime throughout the academic year. However, NIACC must have a valid federal output document (Student Aid Report) on file by the last day of your enrollment, or by August 31, following the end of the award year, whichever is earlier.

Applications received at the Federal Processing Center by March 1 will be given priority consideration for financial aid.

To be eligible for financial assistance, a student must meet the following eligibility criteria:

1. Have a high school diploma or GED or have passed an independently administered ability to benefit test.
2. Be a U.S. citizen or eligible noncitizen.
3. Be enrolled as a regular student in an eligible program of study for the purpose of obtaining a degree.
4. Be registered with Selective Service, if required (most males from age 18-25).
5. Maintain Satisfactory Academic Progress.
6. Not owe a refund on a Federal grant or be in default of a Federal educational loan.

## GRANTS

### Federal Pell Grant

Federal grants awarded directly to students. Students must demonstrate need.

### Federal Supplemental Educational Opportunity Grant

- Federally funded grants administered by NIACC
- Student must demonstrate need
- Awards limited to funds available

### Iowa Vocational-Technical Grant

- Iowa resident
- Enrolled in Career or Career Option programs
- Student must demonstrate need
- Maximum \$650 grant
- FAFSA Application must be filed by July 1

### Iowa Grant

- Iowa resident
- Student must demonstrate need
- Awards limited to fund available

## The Iowa National Guard Tuition Assistance Program

The Iowa National Guard Tuition Assistance Program (INGTAP) may pay up to 50% of undergraduate tuition for active members of the Iowa Army and Air National Guard. Eligibility for this tuition assistance program is determined by the Adjutant General of Iowa and funding for the program is determined on an annual basis by the Iowa General Assembly.

Individuals must submit an application to their Unit Commander to apply for this program. The Adjutant General determines eligibility and then notifies the Iowa College Student Aid Commission (ICSAC) of approved applications. The College is notified by the Iowa College Student Aid Commission of the student's eligibility.

## WORK STUDY

### Iowa Work Study (SWS)

- Part-time work opportunities
- State funded for Iowa residents
- Student must demonstrate need

### Federal Work Study (FWS)

- Part-time work opportunities
- Federally funded, NIACC administered
- Student must demonstrate need

Students will earn \$5.75 per hour. Students must complete the I-9 and W-4 payroll forms before they are allowed to begin employment. These forms can be completed at the NIACC Business Office. Students must complete a work study authorization before employment. This authorization allows NIACC to apply their earnings toward their college account. When the account is paid in full, the earnings will be released to the student at the address they provide. Students can choose to cancel their authorization; however, if they owe a NIACC bill, the check will be held in the Business Office until the debt is paid in full.

## LOANS

### Federal Perkins Loan

- Federally funded, low interest (5%) loans administered by NIACC
- Student must demonstrate need
- Awards limited to funds available

### Nursing Student Loan

- Low interest (5%) loans
- Available to Associate Degree Nursing students
- Student must demonstrate need
- Awards limited to funds available

### Federal Direct Stafford Loan

- Low interest (variable rate) loans, maximum rate of 8.25%
- Eligibility is determined from the Free Application for Federal Student Aid (FAFSA)
- Student must demonstrate need
- Maximum loan \$2625 for freshmen and \$3500 for sophomore students per year
- Department of Education loan origination fee of 3%

**Federal Direct PLUS Loan**

- Low interest (variable rate), maximum rate of 9%
- Loans available to parents of dependent students
- Financial need is not required
- Maximum loan amount limited to cost of attendance minus other financial aid
- Department of Education loan origination fee of 4%

Students that borrow federal loans will be required to complete an Entrance Counseling session prior to any disbursements. This federal requirement can be completed by attending an Entrance Counseling session with a Financial Aid officer, viewing the Department of Education's entrance video in the Student Learning Center, or completing the requirement on-line at [www.ed.gov/DirectLoan/counsel](http://www.ed.gov/DirectLoan/counsel). Upon completion of one of these sessions, the student must submit the Rights and Responsibilities checklist to the Financial Aid Office. When students have completed their degree requirements or drop below half-time status, they are required to complete an Exit Counseling session. Students can attend an Exit session in one of the same three ways as the entrance requirement. They will learn about the importance of repaying student loan obligations and the consequences they may face if they default on a Federal student loan. Repayment schedules and options will be explained to each student. For more information on the Federal student loan programs, you can visit their Internet site: [www.ed.gov/DirectLoan](http://www.ed.gov/DirectLoan).

**Method and Frequency of Disbursing Financial Aid Disbursements**

Upon receipt of the student's award letter and loan acceptance (if applicable), the financial aid will be transmitted to the Business Office and applied to the student's bill. The student's award letter will tell them when this approximately takes place. Any payment due the student, after payment of tuition and fees (and residence hall charges, if applicable), will be released to the student as scheduled by the Business Office. The first release of excess funds is usually two weeks after the beginning of the semester, and approximately every two weeks thereafter for aid finalized after the semester begins. NOTE: If students are first time loan borrowers, there is a Federal mandatory 30-day waiting period before funds can be released to students.

For additional information regarding application procedures, deadlines, financial need, and resources available, call the NIACC Financial Aid Office, 1-888-GO NIACC, Ext. 4168 or (641) 422-4168.

**SCHOLARSHIPS****Foundation Scholarships**

Scholarships are made possible through the generous support of individuals, businesses, and industries throughout the North Iowa area.

Students wanting information about scholarships should contact the NIACC Financial Aid Office. Application deadline for most scholarships is December 1.

**Trustees' Scholarships**

Valedictorians and salutatorians from accredited high schools are eligible for full-tuition scholarships. Students must enroll full time by the fall semester following

their high school graduation. These scholarships are renewable, assuming the student maintains a 3.25 GPA and completes 24 semester hours.

**President's Scholarships**

These scholarships are automatically awarded to high school seniors with an ACT composite score of 23 or higher enrolling full time at NIACC by the fall semester following their high school graduation. The amount of scholarship increases depending on the ACT score. The categories are as follows:

ACT Composite 23 to 27	\$ 500
ACT Composite 28 to 30	\$ 1,000
ACT Composite 31 to 36	\$ 1,500

President's Scholarships may be renewable. The student must complete 24 semester hours and maintain a 3.25 GPA. If a student is awarded a Foundation Scholarship and is able to renew his/her President's Scholarship, an evaluation will take place to ensure the student receives the greater award.

**Adult Part-time Scholarships**

These community-based scholarships (up to \$500) are for adults from the Lake Mills and Charles City areas taking at least two, but no more than six semester hours of credit. Contact the appropriate center director.

**Ambassador's Scholarships**

The Ambassador Scholarship program provides financial incentives and rewards for promising NIACC graduates. The goal is to encourage strong academic performance by these Ambassadors as they pursue their studies at senior universities. Awards available under this program are made at the time of graduation and are usually in the amount of \$500. Applications can be picked up at the NIACC Financial Aid Office.

**Residence Hall Scholarships**

These scholarships are awarded to both returning and new students who have shown good citizenship and leadership in a group living environment. Academic ability is also considered. Applications are available through the Financial Aid, Admissions, or Residence Hall Offices.

**Pappajohn Entrepreneurial Scholarships**

These scholarships are awarded to students who have established an interest in entrepreneurship and plan to continue their education in this area. Awards are based on academic ability and interest and experience in the field. Applications are available through Financial Aid, or the Pappajohn Center.

**Special Talent Scholarships**

These scholarships are awarded by staff involved in the specific program area. Typically, special talent scholarships are awarded in vocal music, instrumental music, journalism, art, athletics, and theatre. Contact the departments for further information.

**Study Abroad Scholarships**

These scholarships are awarded to students who plan to participate in either short-term or semester-long College-sponsored Study Abroad opportunities, and who

have earned 12 semester hours with a 2.50 GPA or better. Financial need, and academic ability are also considered. Applications are available through the Financial Aid Office.

#### **Will F. Muse Scholarship Fund**

The Will F. Muse Scholarship Fund was established by Mrs. Ralph (Elizabeth Muse) Norris in memory of her father. Annual awards help students reach education goals at NIACC or the college of their choice. Awards for 2001-2002 are \$650 per semester.

To be eligible, applicants must be high school graduates or must possess a general equivalency degree. Priority is given to residents of Cerro Gordo County. Applications, available from the Financial Aid Office at NIACC, must be completed and submitted by March 1.

Recipients must agree to submit official transcripts showing successful completion of work for the period covered by the grant award.

#### **Christopherson Medical Scholarship Fund**

The Christopherson Medical Scholarship Fund was established by the family, friends, and associates of Dr. Joseph E. Christopherson and his wife, Evelyn, to encourage talented students from North Iowa to become a physician.

To be eligible, applicants must be premedical or medical students. Of premed students, priority is given to NIACC students. Application information, available from the Financial Aid Office at NIACC, must be completed and submitted by the March 1 deadline.

#### **Scholarship Providers**

##### ***Permanent Endowed Scholarship Funds***

Dr. Carroll O. Adams and Velma I. Adams Scholarship  
L. Earl Ashland Memorial Fund  
Baia Scholarship  
Dr. Martha Ann Thomson Barclay Scholarship  
Clifford H. Beem Memorial Fund  
Barbara Bush Scholarship Fund  
Business & Professional Women  
Carstensen Family Scholarship Fund  
Cerro Gordo County Medical Society  
Christopherson Medical Scholarship Fund  
Caroline O. Colson Memorial Scholarship  
George Coyan Memorial Scholarship Fund  
Donald K. DePrenger Memorial Scholarship  
Dr. John B. and Mary Jane Dixon Scholarship  
Elgin G. Enabnit Scholarship Fund  
Simon Estes Scholarship Fund  
Fangman Memorial Fund  
Edgar S. Gage Family Scholarship  
Henry R. Giesman Memorial Scholarship  
Bill and Rachael Gildner Scholarship Fund  
Paul and Clara Gustafson Memorial Fund  
Esther C. Haase Memorial Scholarship Fund  
Ward D. Harrison Memorial Fund  
Polly Hedgecock Memorial Scholarship Fund  
Leon and Naureen Heiman Memorial Scholarship  
Hermanson Scholarship  
John and Donna Hitzhusen Scholarship Fund  
Frank Hoffman Memorial Scholarship Fund  
Robert H. and Mary Isensee Scholarship Fund  
Rollo C. Keithahn Memorial Scholarship Fund  
Harriet Klath Memorial Fund  
Glen and Penny Krogh Scholarship Fund  
Florence Liebl Memorial Fund  
Kenneth A. Loeb Memorial Scholarship Fund

Art and Rachele Lundblad Scholarship  
Charles W. and Mary Jane Maxon Memorial Fund  
Becky K. McGee Scholarship Fund  
NIACC Employee Scholarship Fund  
NSB Bank Scholarship  
North Iowa Automotive Technology Scholarship Fund  
Opheim Family Scholarship  
Esther Pagenhart Scholarship Fund  
Alma Partridge Education Scholarship Fund  
Allen D. and Ann Y. Patton Scholarship Fund  
Hjalmer and Margaret Peterson Memorial Fund  
Joel Picker Social Science Scholarship  
Roger and Marie Pitman Memorial Fund  
Terry D. Reichardt Memorial Engineering Scholarship  
John S. Rothamel Memorial Scholarship  
Schaefer Building Trades Scholarship  
Marie J. Schalekamp Memorial Scholarship  
Frank Schmitz Memorial Scholarship Fund  
Hazel Simpson Scholarship  
Kathleen Sonnesyn Memorial Scholarship  
Steneker Family Fund  
Esther L. Strickland Scholarship Fund  
Helen Perkins Thompson Scholarship  
George I. and Eunice A. Tice Scholarship  
Dr. Calvin H. Warne Memorial Scholarship  
Tom Wedeking Memorial Scholarship  
Charles S. and Mildred M. Whitney Scholarship Fund  
Maude Wilson Theatre Arts Scholarship Fund  
Melvin "Bud" Wilson Scholarship

##### ***Term Scholarships (Sponsors vary annually)***

Beta Sigma Phi Scholarship  
Charles City Scholarship Fund  
Communications Skills Scholarship  
Cooper Company  
Crow's Hybrid Corn Company  
Curries Company Scholarship  
Curries Mechanical Design Technology Scholarship  
Delta Kappa Gamma XI Chapter  
Ray Fank Memorial Scholarship  
First Citizens National Bank Scholarship  
Haas Chiropractic Scholarship Fund  
Naomi and Thor Jensen Scholarship  
Keegan Family Scholarship  
Kitchen Cabinet Scholarship Fund  
Lake Mills Scholarship Fund  
Captain James E. Lovell, Jr. Scholarship  
Paul and Barbara MacGregor Scholarship Fund  
Angus MacNider Memorial Scholarship  
Manufacturing Technology Scholarship Fund  
Martin Marietta Scholarship  
Ann Mason Memorial Scholarship  
Mason City Chamber of Commerce  
Masters' Chiropractic Scholarship  
Mrs. John (Mildred) McMenimen Memorial Scholarship  
Mercy Medical Center Auxiliary - North Iowa  
Scholarship  
Loyal and Pearl Minor Memorial Fund  
NBJ Corporation Fine Arts Scholarship  
NIACC Alumni Association Scholarship  
NIACC Board of Director's Scholarship  
NIACC Bookstore Scholarship  
NIACC/Family Practice Physical Scholarship  
NIACC Foundation Board of Director's Scholarship  
NIACC Foundation Tool and Die Technology Scholarship  
Noon Kiwanis Club  
North Iowa Area College Educators Association  
Frederick J. Olson Memorial Scholarship  
Tom Osborne Scholarship  
John and Mary Pappajohn Scholarship  
River City Street Rods Scholarship  
Virginia Mae Rodgers Scholarship  
Carletta Sinnett Rosenthal Memorial Fund  
75th Anniversary Scholarship Fund  
Bertha Stebens Fine Arts Scholarship Fund

Dean Stephens Memorial Scholarship  
 Ira Stinson Memorial Fund  
 30 Couple Marathon Scholarship  
 3M Forest City Distribution Center Scholarship  
 Wells Fargo Bank Scholarship  
 Winnebago Mechanical Design Technology Loan/  
 Scholarship Program  
 Youngblood Family Scholarship

**Other Scholarships and Loans**

NIACC students are encouraged to seek out local groups which work independently to provide scholarships to NIACC.

Those wanting financial aid in the form of grants, loans, and employment should seek the assistance of the Financial Aid Office and the North Iowa Career Center. (Short-term emergency loans are made available by the Financial Aid Office from the Louis Bosveld Student Loan Fund.)

**VETERANS' EDUCATIONAL BENEFITS**

Current courses for college transfer and most career programs are approved for veterans' benefits. Generally those veterans who have been released from active duty fewer than 10 years ago under honorable conditions and who have served 181 days or more of continuous active duty are eligible. For further information contact the NIACC Veterans' Affairs Office in the Administration Building, Room 104.

**SATISFACTORY PROGRESS FOR FINANCIAL AID RECIPIENTS**

Federal regulations require that students maintain satisfactory progress while pursuing their educational course of study in order to receive financial aid. Students who apply for financial aid will have their academic records reviewed each semester to determine if satisfactory progress is being made according to the following guidelines:

- A. Full-time students enrolled in a four-semester program of study are allowed no more than six full-time equivalent semesters to attain an associate degree (whether or not aid is actually received during that time). Should a program require summer attendance, an appropriate proportion will be added.
- B. Full-time students enrolled in a two-semester program of study are allowed no more than three full-time equivalent semesters to attain a diploma (whether or not aid is actually received during that time). Should a program require summer attendance, an appropriate proportion will be added.
- C. Part-time students will be given proportionally longer to attain their degree.

In order to maintain satisfactory progress the following will apply:

A student enrolled full-time (registered for 12 or more credits) must complete ten credit hours per semester with a minimum cumulative GPA of 2.00.

A student enrolled three-quarter time (9-10-11 credit hours) must complete 7 credit hours per semester with a minimum cumulative GPA of 2.00.

A student enrolled half-time (6-7-8 credit hours) must complete 5 credit hours per semester with a minimum cumulative GPA of 2.00.

A student enrolled less than half-time will be expected to complete all course work attempted with a minimum GPA of 2.00.

Letter grades of I, N, W, Q, and F do not count toward completed credit. Letter grades of T, L, or P are used in credits completed. A letter grade of O exempts past grades earned by the student.

Remedial courses and repeated courses may be used as part of the student's load. However, maximum time frames still govern satisfactory progress.

Transfer credits will apply toward the maximum number of terms to attain a degree.

**Probation**

Any student failing to meet these standards will be placed on Financial Aid Probation. Any student on Financial Aid Probation will have one semester to bring his/her course work up to minimum standards. The student will still be able to receive financial aid for the probationary semester.

**Termination of Financial Aid Eligibility**

If a student fails to attain these standards by the end of the probationary semester, he/she will be terminated from further financial aid.

**Reinstatement**

To regain eligibility for financial aid, the student will have to bring their course work up to minimum standards at their own expense. It is the responsibility of the student to notify the Financial Aid Office that their course work meets minimum standards. A student may also submit a written appeal documenting mitigating circumstances (ex: withdrawal because of illness) that prevented him/her from meeting minimum standards. Appeals will be reviewed by the Vice President for Student Services and a written response will be communicated to the student.

**Title IV Financial Aid Class Attendance Policy**

Students receiving Federal financial aid **MUST** attend class on a regular basis **AND** make satisfactory academic progress. If you fail to attend class on a regular basis, your financial aid will be suspended. Federal repayment and/or refund calculations of financial aid will be based on class attendance as provided by your instructor(s). NIACC's attendance policy for arranged or on-line classes is documentation from the instructor that the student has made contact with the instructor and has made progress towards completion of the course. If you get Federal student aid, **and you do not attend class**, you will have to pay it back.

# REGISTRATION AND RECORDS

## REGISTRATION PROCESS

### Registration

Registration consists of: (1) student selecting appropriate courses, (2) program planning with an academic advisor, and (3) payment of tuition and fees to the college. All steps must be taken before registration is complete.

Registration information for credit courses is included in the Adult and Continuing Education Bulletin mailed to all households in the NIACC area in August and December. For further information please call the Admissions Office at 1-888-GO NIACC, Ext. 4245.

Semester course schedules are available in the Student Services Office as soon as they are released by the Vice President for Academic Affairs Office.

### Wait List Policy

If a student is placed on a course wait list by the Records Office at the time of their registration, they will remain on the wait list through the Wednesday before classes begin or such time that an opening occurs. If an opening does occur, the first person on the wait list will automatically be entered into the course. A new schedule and billing statement reflecting the change will be sent to the student. After the Wednesday preceding the term start date the wait lists will no longer be in effect. All wait lists will be dropped at that time. It will be the responsibility of the student, if still interested in enrolling in a class that was previously closed, to inquire at the Records Office as to the status of the class.

### Auditing a Class

Students who wish to audit classes may do so on a space-available basis after classes begin with instructor approval. The student must meet the attendance requirements in a course but is not required to complete assignments, take examinations, or meet other class requirements. The charge for an audited class is one-half tuition cost per semester.

## CHANGES IN REGISTRATION

### Changes in Registration

Students should plan their academic programs carefully so that subsequent changes may be kept to a minimum. When necessary, changes may be made by consulting with a counselor or advisor and securing a "Schedule Change Request" card.

### **FAILURE TO ATTEND CLASS, ONCE REGISTERED, DOES NOT CANCEL REGISTRATION IN ANY CLASS OR CLASSES.**

Failure to change registration except according to the above procedure will result in a grade of "F" recorded on the permanent record of that student.

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

### Adding/Dropping Course(s)

**Adding a Course:** Students who wish to add a course to their schedule must complete a Schedule Change Request form which is available from the Counseling Center. This must be completed within the first five days of scheduled classes or before the second meeting of an evening class.

**Dropping a Course:** Faculty signature(s) will be required for all credit courses dropped after the first week. The last day to drop a course will be the two-thirds point of the term.

Any change initiated by the student to drop a course, add a course, or change a course section, beginning the first day of the term will incur a \$5 charge per schedule card.

### **Withdrawal from College**

A student who finds it necessary to withdraw from college before the end of the regular term should complete a student withdrawal form with assistance from a counselor/advisor and submit to the Record's Office. The last day for total withdrawal from all classes will be the two-thirds point of the term. Failure to do so may result in the issuance of failing grades in all subjects for which the student is registered. If it is impossible for the student to come to the College to withdraw, this may be done by mail and must include the student's last day of attendance.

### **IT SHOULD BE NOTED THAT REFUNDS (WHERE APPLICABLE) ARE BASED UPON THE DATE OF OFFICIAL WITHDRAWAL, NOT UPON THE LAST DATE OF CLASS ATTENDANCE.**

Withdrawal from College cancels registration in all classes. There is no credit given for partial course work.

## **PAYMENT PLANS/POLICIES**

### One Payment Plan Per Semester

Pay each semester's charges in full. Fall semester bill will be sent in July and is due in full August 17, 2001. Spring semester bill will be sent in December and is due in full January 4, 2002.

### Four Payment Plan Per Semester

Pay each semester's charges in four monthly installments. Fall semester bill will be sent in July with equal payments due August 17, September 17, October 17, and November 16. Spring semester bill will be sent in December with equal payments due January 4, February 4, March 4, and April 4. A 1% interest charge is assessed each month on the unpaid balance.

### Extended Payment Plan

Pay fall and spring charges in 12 monthly installments beginning May 15; June 15 for the 11-month plan; or July 16 for the 10-month plan; ending April 15. A \$40 enrollment fee is due with the first monthly payment. If payments are received on time there is no interest or other charges. Payments will be deducted from your bank account. Application and COMPLETED FAFSA or SAR are required. Please contact the Business Office to obtain an application.

Failure to make payment (or file for financial aid) prior to the beginning of the semester may result in cancellation

of your schedule (August 17 for the Fall Term and January 4 for the Spring Term). Reinstatement is possible when payment is made and if the courses are still available. A \$25.00 re-enrollment fee will be assessed. If no payment has been made either directly or through financial aid by the 14th day of the semester, you will be administratively withdrawn from classes and are subject to dismissal from NIACC Housing.

If the student chooses not to attend or is unable to attend College, he/she must notify the Records Office in writing prior to the term start date. The student is held liable for tuition and fee charges should he/she fail to notify the Records Office in writing prior to the term start date.

All financial obligations must be cleared before 1) a student will be allowed to register for a subsequent term; 2) the student's academic transcript will be released.

**TUITION AND FEES**

**Tuition**

Tuition for attendance in any program is based upon two factors:

1. Number of credit hours for which the student enrolls.
2. Legal residence of the student.
  - a) Iowa and Minnesota residents pay at the rate of 100 percent.
  - b) Non-Iowa residents pay at the rate of 150 percent of the Iowa resident tuition rate.
  - c) Individuals 62 years of age and over pay one-half tuition and all fees.

The following tuition schedule is effective for all registrations occurring after June 30, 2001, and is subject to change or modification.

SEMESTER HOUR LOAD	IOWA RESIDENT TUITION	NON-IOWA RESIDENT TUITION
1	\$ 67.60	\$ 101.30
2	135.20	202.60
3	202.80	303.90
4	270.40	405.20
5	338.00	506.50
6	405.60	607.80
7	473.20	709.10
8	540.80	810.40
9	608.40	911.70
10	676.00	1,013.00
11	743.60	1,114.30
12	811.20	1,215.60
13	878.80	1,316.90
14	946.40	1,418.20
15	1,014.00	1,519.50
16	1,081.60	1,620.80
17	1,149.20	1,722.10
18	1,216.80	1,823.40
19	1,284.40	1,924.70
20*	1,352.00	2,026.00

**\*20 HOUR CAP ON TUITION AND FEES**

**Fees**

SEM. HOUR LOAD	MATER. LAB & SUPPLIES FEE	RECORDS FEE	STUDENT SERVICES FEE	STATE SUPPORT DIVERSION FEE
1	\$ 6.40	\$ 9.40	\$ 2.40	\$ 4.15
2	12.80	9.40	4.80	8.30
3	19.20	9.40	7.20	12.45
4	25.60	9.40	9.60	16.60
5	32.00	9.40	12.00	20.75
6	38.40	9.40	14.40	24.90
7	44.80	9.40	16.80	29.05
8	51.20	9.40	19.20	33.20
9	57.60	9.40	21.60	37.35
10	64.00	9.40	24.00	41.50
11	70.40	9.40	26.40	45.65
12	76.80	9.40	28.80	49.80
13	83.20	9.40	31.20	53.95
14	89.60	9.40	33.60	58.10
15	96.00	9.40	36.00	62.25
16	102.40	9.40	38.40	66.40
17	108.80	9.40	40.80	70.55
18	115.20	9.40	43.20	74.70
19	121.60	9.40	45.60	78.85
20*	128.00	9.40	48.00	83.00

**\*20 HOUR CAP ON TUITION AND FEES**

\*Materials, Lab, and Supplies Fees support a variety of materials, supplies, computer, and library resources used in educational programs.

**Applied Music Fees**

Piano, vocal, & instrumental.....\$65/course credit hour  
THIS FEE IS IN ADDITION TO TUITION/FEES PER CREDIT HOUR

**Beginning Piano Fee** .....\$65  
(50:195 or 50:196) THIS FEE IS IN ADDITION TO TUITION/FEES PER CREDIT HOUR

**Multi-Layer Switching Course Fee** .....\$1,087.85  
THIS FEE IS IN ADDITION TO TUITION/FEES PER CREDIT HOUR

**Network Routing Course Fee**.....\$1,087.85  
THIS FEE IS IN ADDITION TO TUITION/FEES PER CREDIT HOUR

**Network Remote Access Course Fee** .....\$1,087.85  
THIS FEE IS IN ADDITION TO TUITION/FEES PER CREDIT HOUR

**Network Support Course Fee** .....\$1,087.85  
THIS FEE IS IN ADDITION TO TUITION/FEES PER CREDIT HOUR

**Scuba Diving Course Fee**

Total cost for the 1 s.h. course is \$207.10 which includes tuition, certification card, textbooks, pool work, and five open water training dives.

**Other Fees**

Transcript fee .....	no charge
Graduation fee .....	\$35.00

**TUITION REFUND**

Students who wish to cancel their registration must notify the Registrar's Office in writing before the first day of the term to avoid tuition/fee assessment. Beginning the first day of the term, it will be necessary for students to formally withdraw (complete the necessary forms with a counselor/advisor and submit to the Records Office) to terminate their registration. Tuition/fee adjustments (excluding the Records Fee) are made for withdrawals according to the following schedule:

16 Week Term Refund

1-5 Days of Term .....	90%
6-10 Days of Term .....	75%
11-15 Days of Term .....	50%
16-20 Days of Term .....	25%
After 20th Day .....	No Refund

(Days are defined as Monday through Friday. Day count begins with the beginning date of the term.)

3 ½-Week Term/6-Week Term/

8-Week Term Refund

1-3 Days of Term .....	90%
4-5 Days of Term .....	75%
6-7 Days of Term .....	50%
8-9 Days of Term .....	25%
After 9 days .....	No Refund

(Days are defined as Monday through Friday. Day count begins with the beginning date of the term.)

The same refund schedule will apply for individual courses that are dropped. The amount of refund will be the appropriate percentage between the tuition/fees charged for the new credit enrollment and the amount charged for the original credit enrollment.

THERE WILL BE NO REFUNDS FOR COURSES/TERMS UNDER 3 ½ WEEKS IN LENGTH.

**TITLE IV RECIPIENTS REFUND AND REPAYMENT POLICY**

The refund schedule for recipients of Title IV Financial Aid will be calculated in accordance with Public Law 105-244, The Higher Education Amendments of 1998.

The law requires that if a student receives financial aid and withdraws from school during the payment period or period of enrollment in which the recipient began attendance, the school must calculate the amount of SFA Program assistance the student did not earn and those funds must be returned.

\* Recalculation is based on the percent of earned aid using the following formula:

- Percent earned = Number of days completed up to the withdrawal date\*/total days in the semester.

\* Federal financial aid is returned to the federal government based on the percent of unearned aid using the following formula:

- Aid to be returned = (100% - percent earned) X the amount of aid disbursed toward institutional charges.

Institutions are required to return SFA funds on behalf of recipients in the following order:

1. Unsubsidized Federal Stafford Loans
2. Subsidized Federal Stafford Loans
3. Unsubsidized Federal Direct Stafford Loans
4. Subsidized Federal Direct Stafford Loans
5. Federal Perkins Loans
6. Federal PLUS Loans
7. Direct PLUS Loans
8. Federal Pell Grant
9. Federal SEOG
10. Other Title IV Assistance

In determining the amount of funds the student must return, the formula is as follows: Amount of Unearned Title IV Aid - School's Responsibility = Student's Responsibility.

Students must return funds in the following order:

1. Unsubsidized Federal Stafford Loans\*
2. Subsidized Federal Stafford Loans\*
3. Unsubsidized Direct Stafford Loans\*
4. Subsidized Direct Stafford Loans\*
5. Perkins Loans\*
6. Federal PLUS Loans\*
7. Direct PLUS Loans\*
8. Federal Pell Grant x 50%
9. Federal SEOG x 50%
10. Other Title IV Assistance

\* In accordance with terms of promissory note.

When aid is returned, the student may owe a bill to NIACC. The student should contact the Business Office to make payment arrangements.

**Examples of Title IV Refund Policy**

*Example #1:*

Student withdraws on the 25th day after the start of the semester which is 109 days long, student earns 22.93% of his/her federal aid. 77.07% of federal aid is considered to be unearned. The unearned amount must be repaid to loan and/or grant programs.

Student received a Pell grant of \$1500 for the semester and is charged \$1000 for tuition and fees. On the 21st day, the student received a cash refund of \$500 for Pell grant that exceeded his/her cost. On the 25th day, the student officially withdraws from all classes.

\$1000 X 22.93% = \$229.30, the amount the college can apply to charges.

\$1000 X 77.07% = \$770.70, the amount the college must return to the federal government.

According to NIACC's Tuition Refund policy, the student is not entitled to a refund of charges.

Charges .....	\$1000.00
Earned aid .....	-343.95
Adjusted balance due .....	\$656.05

Pell cash refund unearned = \$385.35 of which the student must return 50% or \$192.68.

Total amount student will owe = \$848.73 (\$656 to NIACC for uncovered tuition and fees and \$192 of unearned cash refund to the U.S. Department of Education).

*Example #2:*

Student stops attending all classes and fails to notify the Registrar's Office. When the college determined that the student ceased attending all classes, NIACC asks instructors for the last date of attendance. When this documentation is gathered, NIACC will use this date as the student's unofficial date of withdrawal, if it is later than the 50% point of the semester. Assuming that the 50% point is used, the student will have earned 50% of his/her aid and the other 50% is considered unearned and must be repaid to the loan and/or grant programs.

The student received a Pell grant of \$1500 for the semester and was charged \$1000 for tuition and fees. On the 25th day he/she received a cash refund of \$500 for Pell grant that exceeded their cost. The student stopped attending all classes but did not officially withdraw.

$\$1000 \times 50\% = \$500$ , the amount the college can apply to charges.

$\$1000 \times 50\% = \$500$ , the amount the college must return to the federal government.

According to the NIACC Tuition Refund policy, the student is not entitled to a refund of charges.

Charges .....	\$1000
Earned aid .....	<u>-\$500</u>
Adjusted balance due .....	\$500

Pell cash refund unearned = \$250. Student must repay one-half of this amount or \$125.

Total amount the student will owe = \$625 (\$500 to NIACC for uncovered tuition and fees and \$125 of unearned cash refund to the U.S. Department of Education.)

If a student owes a repayment of grants to the U.S. Department of Education, they will remain ineligible for federal aid until they resolve their repayment. Students will have an opportunity to resolve the overpayment by contacting the NIACC Business Office within two weeks of receiving notice and making payment arrangements.

\* In determining the withdrawal date of the student, NIACC's policy will be:

- The date that the student began the withdrawal process by completing a Student Withdrawal Form with assistance from a counselor/advisor and submitting to the Records Office for withdrawal;
- The date that student otherwise provided official notification to the school of the intent to withdraw; or
- If the student did not begin the withdrawal process or otherwise notify the school of the intent to withdraw, the midpoint of the payment period for which

the financial aid assistance was disbursed or a later date documented by the school.

If the school determines that a student did not begin the withdrawal process or otherwise notify the school of the intent to withdraw due to extenuating circumstances, the school may determine the appropriate withdrawal date.

**CLASSIFICATION OF STUDENTS**

**Freshmen** - a student who has earned less than 27 semester hours of credit toward the completion of an associate degree; a student enrolled in a one-year career program or certificate program; or a student who has not yet enrolled in the second year of a program.

**Sophomore** - a student who has earned 27 or more semester hours toward the completion of an associate degree; or a student enrolled in the second year of a program.

**Full-time** - a student registered for 12 or more semester credits.

**Part-time** - a student registered for 11 or fewer semester credits.

Students shall also be classified as resident (in-state) or nonresident (out-of-state)

**CREDITS AND GRADING**

**1. Students From Accredited Colleges and Universities**

Credit will be granted for courses taken at colleges or universities accredited by the North Central Association of Colleges and Secondary Schools or similar regional associations. Each student shall submit an official transcript to the Admissions Office bearing the original seal of records from each college or university the student has previously attended. Generally, credit will be awarded for courses in which the student has earned a grade of "C" or better.

**2. STUDENTS FROM NONACCREDITED COLLEGES**

NIACC may recognize credit from a nonaccredited college or may admit the applicant on a provisional basis and provide a means for the validation of some or all of the credit. The validation period shall not be less than one semester and will ordinarily be a full academic year. NIACC will specify to the student the terms of the validation process at the time of provisional admission. The Registrar will evaluate the transfer credits.

**3. TRADE/TECHNICAL CREDIT**

Generally, NIACC does not recognize credit from a trade or technical college.

**4. ACCEPTANCE OF CREDIT**

- a. Acceptance of credit by NIACC does not guarantee acceptance at other colleges.
- b. Accepted transfer credit will be entered on the NIACC academic record after the student has completed course work at NIACC.

**5. ARMED SERVICES CREDIT**

Credit may be granted for valid educational

experiences received in the Armed Forces. Credit will be considered on the same basis as that followed in accepting transfer credit. *A Guide to the Evaluation of Education Experiences in the Armed Forces* will be used to aid in evaluation. NIACC uses the course evaluation/recommendation provided by American Council on Education (ACE). For further information, contact the Registrar's Office in Student Services.

**Grading**

The quality of your work is evaluated by the grades you receive. They are a measure of your learning experience. Grades are also the basis for transfer to another college. Generally, a student is not considered admissible by a four-year college without at least a cumulative grade point average of 2.00. To achieve your academic goal, it is important that you develop good study habits at the beginning of your enrollment at NIACC.

<u>Grade</u>	<u>Grade Points</u>
A .....	4.00
A- .....	3.67
B+ .....	3.33
B .....	3.00
B- .....	2.67
C+ .....	2.33
C .....	2.00
C- .....	1.67
D+ .....	1.33
D .....	1.00
D- .....	.67
F .....	.00

I -The incomplete grade "I" is used when the instructor believes there is a reasonable chance the student can and will make up the work within a reasonable time frame and the student has been doing satisfactory work in class. An incomplete grade, if not made up within the instructor guidelines, will become an "F" one year after the end of the term.

W-The letter "W" will be given when a student officially withdraws from class(es).

**Other Symbols:**

- X - Course repeated
- N - Audit
- T - Credit granted by examination (test out)
- L - Credit granted for experiential learning
- Q -No credit/no pass (used in pass/no pass courses only)
- O -Grade requital (to be used only when Fresh Start is granted)
- P - Credit earned/pass

**Policy for Grades Earned in Repeated Courses**

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

1. Grades earned in all registrations will be recorded on the permanent transcript.

2. In computing the cumulative grade point average for graduation, only the most recent grade earned in a course which has been repeated will be used.
3. For purposes of satisfying a prerequisite, the most recent grade earned in a course will be used.

**Grade Point Average**

The grade point average is determined in the following manner:

1. Multiply the number of grade points equivalent to the letter grade received in each course by the number of credit hours attempted for the course to arrive at the quality points earned in each course.
2. Divide the sum of quality points by the total number of credit hours attempted. The quotient represents the grade point average (GPA) for the term.

The cumulative grade average is determined in the same manner as the grade point average, except that all of the student's work at the college is taken into account. Note: Developmental courses are not used in calculating the cumulative grade point average for graduation.

**Grades and Reports**

Midterm reports covering the work for the first half of each term will be available to all students. These reports are not recorded on the student's permanent record. Official reports showing final grades will be issued to all students at the close of the term and these will be recorded on the student's permanent record.

**CREDIT BY EXAMINATIONS**

1. PROFICIENCY EXAMINATION: Examinations are available for individual courses allowing students the chance to test out of courses in certain programs with permission of the faculty responsible for teaching the course.
2. ADVANCED PLACEMENT PROGRAM: High School students may earn credit through the Advanced Placement Program. Students must achieve scores of 3, 4, or 5 in order to qualify. Individual divisions may require additional documentation.
3. COLLEGE LEVEL EXAMINATION PROGRAM (CLEP): CLEP is a means of gaining credit through examination.

CLEP has two forms. General examinations measure college level achievement in the basic areas usually covered in the first two years of college. These areas are considered the general or liberal education requirements.

The second form is the Subject Examination. These measure achievement in specific college courses and are used to grant exemption from the credit for these courses.

CLEP tests are administered by appointment on the NIACC campus. A maximum of 30 semester hours of credit are allowed for CLEP General Examinations or a combination of General and Subject Examinations.

CLEP credit will not be awarded for courses already successfully completed. Accepted credit will be entered on the NIACC academic record after the student has completed course work at NIACC.

**RESIDENCY POLICY GUIDELINES**

The following guidelines shall be utilized for the purpose of determining the residency status of students (i.e. re-classification of non-resident students).

1. Students shall complete the appropriate “request for residency form” for classification as a resident of the State of Iowa, thereby establishing in-state tuition and fee charges.
2. Students shall submit the “request for residency form” to the Office of the Registrar.
3. Students requesting residency status shall submit documentary evidence of an established domicile within the State of Iowa.\*

The student shall submit any three of the following:

- a. An Iowa driver’s license
- b. An Iowa vehicle registration
- c. Evidence of ownership of Iowa property
- d. An Iowa income tax return
- e. A voter’s registration card for the State of Iowa (by county)
- f. Rent receipts for a habitation (house, apartment, etc.) in the State of Iowa (for 90 days prior to academic term for which residency status is sought)
- g. Other similar evidence

4. Copies of the documentary evidence shall be attached to the “request for residency form.”
5. Students will be notified as to the approval or denial of their request for residency status by the Office of the Registrar prior to enrollment in the term for which residency status is sought.
6. The “request for residency form” and documentary evidence shall be filed in the Records Office.
7. Students may appeal the denial of residency status to the standing Residency Review Committee.

\*Classification of residency status may be obtained by students who are not of majority age (at the time of application) through evidence submitted by the student’s parent(s) or legal guardian(s).

Reclassification of residency status is not retroactive. International students cannot establish residency while studying in this country on a temporary visa.

**DEGREE REQUIREMENTS**

**Associate Degrees**

**Associate in Arts**

Purposes of the degree:

1. Provide a degree goal for students who choose to follow a course of study which is specifically designed for transfer to a baccalaureate degree program.
2. Provide the essential general education, grade, and semester hour requirements for upper division status at most senior colleges and universities.

Requirements for the degree include:

1. Completion of at least sixty (60) semester hours of work consisting of courses whose principal design is for a baccalaureate program. Developmental courses (course number has a suffix less than 100) cannot be used to meet this requirement.
2. One-half of the required semester hours must be completed under the aegis of North Iowa Area Community College including 15 of the last 30 semester hours.
3. A minimum overall cumulative grade point average of 2.00 (C) including a 2.00 (C) cumulative grade point average in all course work at NIACC. Developmental courses are not used in calculating the cumulative grade point average for graduation.
4. Completion of the following General Education Core with a minimum of 40 semester hours:

Communications .....8 s.h.

This requirement can be satisfied by baccalaureate-oriented communications or speech courses with a minimum of two courses in English composition.

Social Sciences .....8 s.h.

Humanities .....8 s.h.

Performance courses such as vocal and instrumental music may satisfy no more than four hours of this requirement.

Natural Sciences\* .....8 s.h.

(including at least one math and at least one science course)

Distributed Requirement .....8 s.h.

(to be taken from among the four divisions above)

\*It is recommended that students take a minimum of four semester hours of laboratory science.

5. Completion of the Academic Profile examination during the student’s final semester prior to graduation.

**Associate in Science**

The purpose of the Associate in Science degree is to provide a degree goal for students who choose to follow a Natural Science degree program.

Requirements for the degree include:

1. Completion of at least sixty (60) semester hours of work consisting of courses whose principal design is for a baccalaureate program. Developmental courses (course number has a suffix less than 100) cannot be used to meet this requirement.
2. One-half of the required semester hours must be completed under the aegis of North Iowa Area Community College including 15 of the last 30 semester hours.
3. A minimum overall cumulative grade point average of 2.00 (C) including a 2.00 (C) cumulative grade point average in all course work at NIACC. Developmental courses are not used in calculating the cumulative grade point average for graduation.
4. Completion of the following General Education Core with a minimum of 37 semester hours:
  - Communications .....8 s.h.
  - Social Sciences/Humanities .....9 s.h.
  - Natural Sciences.....20 s.h.  
(must include at least one math and at least one science course)
5. Completion of the Academic Profile examination during the student's final semester prior to graduation.

**Associate in Science - Business**

The purpose of the Associate in Science - Business degree is to provide a degree goal for students who choose to follow a course of study designed to give the student the option of obtaining employment in business or transferring to a four-year institution. Students who know they wish to pursue a four-year degree and want to meet general education requirements of transfer institutions should pursue the A.A. Degree.

Requirements for the degree include:

1. Completion of at least sixty (60) semester hours of work consisting of courses whose principal design is for a baccalaureate program. Developmental courses (course number has a suffix less than 100) cannot be used to meet this requirement.
2. One-half of the required semester hours must be completed under the aegis of North Iowa Area Community College including 15 of the last 30 semester hours.
3. A minimum overall cumulative grade point average of 2.00 (C) including a 2.00 (C) cumulative grade point average in all course work at NIACC.

Developmental courses are not used in calculating the cumulative grade point average for graduation.

4. Completion of a minimum of 30 semester hours in business courses designated with the prefix 15.

5. Completion of the following General Education Core:

Communications .....8 s.h.

This requirement can be satisfied by baccalaureate-oriented communications or speech courses with a minimum of two courses in English Composition.

Social Sciences and/or Humanities .....9 s.h.

Natural Sciences.....3 s.h.

6. Completion of the Academic Profile examination during the student's final semester prior to graduation.

**Associate in Science - Medical Secretary**

The purpose of the degree is to provide a degree goal for students who choose to follow a course of study designed to give the student the option of obtaining employment as a Medical Secretary or transferring to a four-year institution. Students who know they wish to pursue a four-year degree and want to meet general education requirements of transfer institutions should pursue the A.A. Degree.

Requirements for the degree include:

1. Completion of at least sixty (60) semester hours of work consisting of courses whose principal design is for a baccalaureate program. Developmental courses (course number has a suffix less than 100) cannot be used to meet this requirement.
2. One-half of the required semester hours must be completed under the aegis of North Iowa Area Community College including 15 of the last 30 semester hours.
3. A minimum overall cumulative grade point average of 2.00 (C) including a 2.00 (C) cumulative grade point average in all course work at NIACC. Developmental courses are not used in calculating the cumulative grade point average for graduation.
4. Completion of prescribed required two-year Medical Secretary curriculum.
5. Completion of the Academic Profile examination during the student's final semester prior to graduation.

## Associate in Applied Science

Purposes of the degree include:

1. Provide a degree goal for students who choose to follow a course of study which is specifically designed to lead to employment upon completion of two years of study.
2. Provide the student with an entry skill level appropriate to the career for which he/she has been preparing.
3. Provide the student with increased potential to function in society through study in the general areas of communications, human relations, and natural sciences.

Requirements for the degree include:

1. Completion of at least sixty (60) semester hours of a prescribed two-year career curriculum. Developmental courses (course number has a suffix less than 100) cannot be used to meet this requirement.
2. One-half of the required semester hours must be completed under the aegis of North Iowa Area Community College including 15 of the last 30 semester hours, unless specified otherwise by a program's accrediting agency.
3. A minimum overall cumulative grade point average of 2.00 (C) including a 2.00 (C) cumulative grade point average in all course work at NIACC. Developmental courses are not used in calculating the cumulative grade point average for graduation.
5. Completion of the Academic Profile examination during the student's final semester prior to graduation.

## Associate in General Studies

Purposes of the degree include:

1. Provide a degree goal for students who choose to follow an individualized course of study which is not specifically designed for transfer to a baccalaureate degree program.
2. Provide an attainable associate degree for students who complete career programs of less than two years duration.
3. Provide an associate degree for career education students who wish to enroll in selected courses to reach a personal career objective.
4. Provide a degree goal for students whose educational goals shift after initial commitment has been made.
5. Provide a flexible associate degree for students who attend college on a part-time or other nontraditional basis.

Requirements for the degree include:

1. Completion of at least sixty (60) semester hours of work designed to meet the personal or career goals of each individual student. Developmental courses (course number has a suffix less than 100) cannot be used to meet this requirement.
2. One-half of the required semester hours must be completed under the aegis of North Iowa Area Community College including 15 of the last 30 semester hours.
3. A minimum overall cumulative grade point average of 2.00 (C) including a 2.00 (C) cumulative grade point average in all course work at NIACC. Developmental courses are not used in calculating the cumulative grade point average for graduation.

## Diplomas

This recognition is granted to a person who has completed at least thirty (30) semester hours of credit.

### Program Diploma

Diplomas are awarded for the following curricula. A minimum overall cumulative grade point average of 2.00 (C) including a 2.00 (C) cumulative grade point average in all course work at NIACC. Developmental courses are not used in calculating the cumulative grade point average for graduation.

Accounting with Computers  
 Automotive Service  
 Building Trades  
 Climate Control Mechanics  
 General Secretary  
 General Machinist  
 Legal Secretary  
 Marketing and Sales  
 Medical Assistant  
 Medical Secretary  
 Medical Transcriptionist  
 Practical Nursing  
 Supervision & Management

### General Studies Diploma

The purpose of the diploma is to provide an achievement recognition:

1. For students who may choose to follow an individualized course of study which is not specifically designed for transfer to a degree program.
2. For career education students who wish to enroll in selected courses to reach a personal career objective.
3. For students who attend college on a part-time or other nontraditional basis.

Requirements for the diploma include:

1. Completion of at least thirty (30) semester hours of career courses designed to meet the personal or career goals of each individual student.
2. One-half of the required semester hours must be completed under the aegis of North Iowa Area

Community College including 15 of the last 30 semester hours.

3. A minimum overall cumulative grade point average of 2.00 (C) including a 2.00 (C) cumulative grade point average in all course work at NIACC.

### **Certificates**

Certificates of completion are awarded to indicate that a student has satisfactorily completed a program of instruction other than those indicated previously. Certificates are usually issued to students upon completion of a short-term program of study with a 2.00 (C) grade point average.

## **GRADUATION**

### **Application for Graduation**

Students who plan to receive a degree or diploma must file an Application for Graduation form with the Registrar at the beginning of the semester prior to completion of college work.

The North Iowa Area Community College grants associate degrees, diplomas and certificates to certify the successful completion of programs of study.

Students must satisfy the graduation requirements in effect during the term of graduation or they may elect to graduate under requirements stated in the catalog at the time of initial entry if they have been continuously enrolled. Continuous enrollment is defined as consecutive fall and spring semesters. Under certain unusual circumstances students may appeal for an exception to graduation requirements to the Academic Affairs Council through the Vice President for Student Services. This appeal must be made prior to the start of the term in which graduation is expected to occur.

Acceptance of transfer credit by NIACC toward a degree does not guarantee acceptance at other colleges.

### **Graduation**

Commencement exercises are designed to provide formal recognition to students who have satisfied the requirements for an associate degree or diploma. Since only one ceremony is held each year in May, students completing requirements prior to that commencement or at the end of the summer term following commencement may participate in the May ceremony or may elect to receive the degree or diploma at the time of completion of requirements.

Attendance at the Commencement Ceremony is one of the requirements for receiving a degree or diploma from North Iowa Area Community College. Students who are unable to attend commencement exercises must make application to the Registrar to graduate in absentia. Such application must be made at least 30 days prior to the exercises.

### **Dean's List**

Full-time students who register and complete 12 or more graded credit hours with a 3.25 or better grade point average on graded credits during the Fall or Spring terms are qualified to be placed on the Dean's Honor List as published by the Registrar.

Part-time students who register and complete 6 to 11.5 graded credit hours with a 3.25 or better grade point average during the Fall or Spring terms are qualified to be placed on the Dean's Honor List as published by the Registrar.

Students who change their status from full-time to part-time during the term would not qualify for the part-time Dean's List as the requirements are that the student maintain the same status as initial registration.

### **Graduation Honors**

A minimum of 30 semester hours of NIACC graded credit must be earned for degree honor recognition and a minimum of 15 semester hours of NIACC graded credit must be earned for diploma honor recognition. A student having earned an overall grade point average of 3.50 or more from NIACC will be graduated **WITH HIGHEST HONORS**. A student having earned an overall grade point average of 3.25 - 3.49 from NIACC will be graduated **WITH HONORS**. Transfer credits and developmental course credits are not used in the calculation of grade point average for graduation with honors.

### **Hall of Fame**

Students completing an associate degree at North Iowa Area Community College with a scholastic record of all A's on graded credits will be admitted to the Hall of Fame. Members are recognized by having their names displayed on the hall of fame plaque in the Administration Building, and listed in the commencement program.

### **Disclosure of Graduation Rates**

Graduation rates for our students are available in the Registrar's Office. Graduation rates for our student athletes by sport are available in the Athletic Director's Office, Vice President for Student Services' Office, or from the coaches.

### **Retention of Student Records**

The official academic records of enrollment for credit earned by a student at North Iowa Area Community College shall be retained in perpetuity.

All student records documents which are used to create, update, and support the accuracy of the official academic transcript shall be retained for at least ten (10) years after a student's last enrollment. These documents may then be destroyed in the manner most appropriate.

All student financial aid records will be retained at least three (3) years following the end of the fiscal year for which funds were awarded.

All student cumulative folders which include the student's high school transcript and other academic information shall be retained for at least three (3) years after the student's last enrollment.

All veterans' records will be retained at least three (3) years following the ending date of their last enrollment.

Placement records (competency profiles) used to assist students and graduates in securing employment will be retained three (3) years from date of graduation.

**Academic Transcript**

To request an academic transcript, NIACC requires **written** authorization from the student. Request forms are available in the Records Office. If a student is unable to fill out the form at the Records Office, he/she may write or fax (641-422-4150) the Records Office to request a transcript. Transcripts of work completed at other schools are not available for redistribution by NIACC. A student may obtain his/her official NIACC transcript at no charge; however, if five (5) or more are requested at one time, there will be a \$2.00 charge per transcript fee.

**The Family Educational Rights and Privacy Act (FERPA)**Directory Information

According to the guidelines stated in the Family Educational Rights and Privacy Act of 1974, NIACC can release **ONLY** directory information on a student without the written consent of the student. NIACC defines directory information as the following:

1. Name
2. Address
3. Telephone number
4. Date and place of birth
5. Field of study
6. Activities participation
7. Sports participation
8. Weight and height (for athletic teams)
9. Dates of attendance  
(full-time/part-time status)
10. Degrees and awards received
11. Prior educational institutions attended
12. Deans list

Notification of Rights Under FERPA for Postsecondary Institutions

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.

Students should submit to the Registrar, Vice President, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want

changed, and specify why it is inaccurate or misleading.

If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contacted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by *North Iowa Area Community College* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Police Compliance Office  
US Department of Education  
600 Independence Avenue SW  
Washington DC 20202-4605

**NORTH IOWA AREA COMMUNITY COLLEGE HAS THE RIGHT TO DISCLOSE INFORMATION FROM STUDENT EDUCATIONAL RECORDS IF THEY CHOOSE WITHOUT WRITTEN AUTHORIZATION FROM THE STUDENT ACCORDING TO THE FOLLOWING GUIDELINES:**

(Copied from the Guidelines for Postsecondary Institutions for Implementation of the Family Educational Rights and Privacy Act of 1974 as amended.)

2. Institutions must disclose education records or components thereof without written consent to students who request information from their own records.
3. Institutions may disclose education records or components thereof without written consent of students to:

- a. authorized representatives of the following for audit or evaluation of Federal- and State-supported programs, or for enforcement of or compliance with Federal legal requirements which relate to those programs (see 34 CFR 99.35 for additional conditions that must be met):
    - i. the Comptroller General of the United States,
    - ii. the Secretary of the Department of Education,
    - iii. state educational authorities.
  - b. state and local officials to whom disclosure is specifically required by State Statute adopted prior to November 19, 1974.
  - c. Veterans Administration officials (not covered by FERPA but specified under Title 38, Section 1790 (c), United States Code; see appendix 7).
  - d. other school officials within the institution determined by the institution to have a legitimate educational interest (see chapter 5.3).
  - e. officials of other institutions in which a student seeks or intends to enroll on the condition that the issuing institution makes a reasonable attempt to inform the student of the disclosure unless the student initiates the transfer, or the written policy of the institution (discussed earlier) includes a notice that the institution forwards education records to other institutions that have requested the records in which the student seeks or intends to enroll (see 34 CFR 99.34 for additional conditions that must be met).
  - f. persons or organizations providing financial aid to students, or determining financial aid decisions concerning eligibility, amount, condition, and enforcement of terms of said aid.
  - g. organizations conducting studies for, or on behalf of, educational agencies or institutions to develop, validate, and administer predictive tests, to administer student aid programs or to improve instruction. Those organizations may not disclose personally identifiable information on students, and information secured must be destroyed when no longer needed for their projects. Institutions are advised to obtain such assurance in writing.
  - h. accrediting organizations carrying out their accrediting functions.
  - i. parents of a student who have established that student's status as a dependent according to Internal Revenue Code of 1954, Section 152 (see appendix 7 and chapter 5.4).
  - j. persons in compliance with a judicial order or a lawfully issued subpoena, provided that the institution makes a reasonable attempt to notify the student in advance of compliance (see chapter 6.26.7 and appendix 15). NOTE: The institution is not required to notify the student if a federal grand jury subpoena, or any other subpoena issued for a law enforcement purpose, orders the institution not to disclose the existence or contents of the subpoena.
  - k. persons in an emergency, if the knowledge of information, in fact, is necessary to protect the health or safety of students or other persons. (According to 34 CFR 99.36, the wording of this section "shall be strictly construed.")
  - l. an alleged victim of any crime of violence (as that term is defined in 18 U.S.C. 16) of the results of any institutional disciplinary proceeding against the alleged perpetrator of that crime with respect to that crime.
4. Institutions may release without written consent those items specified as public or Directory Information for students who are currently enrolled, provided the following conditions are met prior to disclosure:
    - a. that the institution inform the students of information or categories designated as public or Directory Information,
    - b. that students be given the opportunity to refuse disclosures of information for any or all categories of directory information, and
    - c. that the students be given a reasonable period of time in which to state such refusals in writing.
  5. Institutions may release without written consent those items designated as public or Directory Information on any student not currently enrolled unless that student, at his/her last opportunity as a student, requested otherwise.

# COLLEGIATE ATHLETIC PROGRAM

Ryan McGuire, Athletic Director

Coaches

- Baseball.....
- Basketball, Men’s .....Steve Krafcisin
- Basketball, Women’s .....John Oertel
- Cheerleading.....
- Football.....Dick Ramsey
- Golf.....
- Softball .....Joe Yegge
- Volleyball .....Rachel McGuire
- Men’s and Women’s Soccer .....Jason Hoenshell

A full athletic program is maintained at NIACC. Men have the opportunity to participate in football, soccer, basketball, and baseball. Women’s intercollegiate sports are softball, soccer, basketball, and volleyball. Both men and women have the opportunity to participate in golf. These athletic offerings give NIACC one of the most diverse sports schedules for junior colleges in Iowa. The opportunity to participate is open to all bona fide students who have the desire.

NIACC is a member of the Iowa Community College Athletic Conference (ICCAC) and the National Junior College Athletic Association (NJCAA). The following are established criteria for participation in athletics at NIACC which are based on the policies established by NJCAA.

1. Students must be a high school graduate and show evidence thereof by submitting a diploma or a GED certificate. Official transcripts of all previous schools attended must be on file in the Admissions Office including both high school and college transcripts. Transcripts should be on file prior to enrollment but must be received before the eligibility roster is sent to the National Office.
2. Non-high school graduates can establish eligibility for athletic participation by completing one term of college work (passing 12 credits with a 1.75 grade point average or higher). This must take place after the student’s high school class has graduated.
3. A physical exam is required prior to the first practice by a qualified health care professional licensed to administer physical examinations.
4. In order to remain eligible, student athletes must pass 12 semester hours with a grade point average of 1.75 or higher the semester prior to the first year of athletic competition. For sports like basketball, which encompass both semesters, an athlete must pass 12 semester hours during his/her first semester to be

eligible during second semester. In order to be eligible during the second year of competition, all athletes must pass 24 semester hours with a 2.00 grade point average and pass 12 hours in their previous term with a 1.75 grade point average. It is the responsibility of the athletic director to certify the eligibility of each student athlete, who may be contacted for further information.

Some general rules for NIACC athletes transferring to a senior college are:

1. An Associate in Arts NIACC graduate is eligible for athletic participation immediately upon transfer to any four-year college.
2. Some colleges permit an athlete to transfer after two terms with 24 hours credit with a 2.00 grade point average and be eligible immediately.
3. NIACC coaches and officials make every effort to assist graduating athletes to continue their athletic endeavors at a senior college.

Athletic scholarships are available in limited number. These are awarded for the purpose of aiding athletes financially and providing talent on athletic teams in a highly competitive conference. The awards are based on:

1. Outstanding athletic ability.
2. Ability, desire and interest to do classroom work.
3. Recommendations.

Area athletes are given preference in these awards which are given for the term of their education at NIACC provided they stay eligible and conduct themselves in a manner that will not bring dishonor to themselves or the school. Athletic scholarships shall not exceed the costs of tuition, fees and books. These scholarships may be supplemented by other forms of financial aid available to all qualified NIACC students.

## ON-CAMPUS HOUSING

North Iowa Area Community College, in cooperation with NIACC Dormitories, Inc., provides housing facilities for 480 single men and women. The residence hall is located at the north edge of the NIACC Campus and is within easy walking distance of classrooms, laboratories, the library, and the Activity Center.

The residence hall at NIACC has complete facilities for comfortable living. Rooms are carpeted and furnished with single beds, mattresses, draperies, wardrobes, individual study desks, chairs, telephone service, and cable television service. Students provide their own bed linens, mattress pads, blankets, pillows, and towels and maintain the cleanliness and orderliness of their own rooms. A refrigerator is available to rent. A computer lab is available for student use.

NIACC also provides apartment-style housing for returning sophomore residents who qualify based on their grade point average, and the ability to live with three other similarly qualified individuals. NIACC Dormitories has 12 such apartments; each apartment has two bedrooms, two bathrooms, a kitchenette, dining room and living room combination and a patio overlooking one of our two lakes. The Housing staff reserves the right to determine which residence hall residents will reside in the NIACC apartments.

Food service, located in a commons area, provides the student with a 15 or 19 meal plan per week. Recreation rooms and laundry facilities are available for residents. Two head residents live in the facility. A student advisor is assigned to each floor.

Fees for the 2001-02 college year are as follows:\*

Application Fee (nonrefundable).....	\$25
Breakage Deposit (refundable).....	\$50

### Room and Board

19 Meal Plan.....	\$1,725 per semester
	\$3,450 per academic year
15 Meal Plan.....	\$1,690 per semester
	\$3,380 per academic year

\*These fees are subject to change.

All student housing is handicapped accessible.

### Requirements to Live in Student Housing

Full-time freshmen students of North Iowa Area Community College are required to live in the residence hall. A student qualifying under one of the following shall be exempt from compliance with this rule:

- 1) Completion of twenty-seven (27) or more semester hours of college credit at the start of any term.
- 2) Residence with parent, legal guardian, spouse, grandparent, or adult sibling, provided sibling is a nonstudent or is married.
- 3) Attainment of twenty-one (21) years of age at the beginning of any academic term.

- 4) Designation as an international student, provided that there is an Affidavit of Support submitted and signed by a United States citizen of legal age.

A student who believes he or she has extenuating circumstances may petition the Director of Housing to be exempted.

Proof of compliance is the responsibility of every student seeking enrollment at NIACC.

## STUDENT SENATE ACTIVITIES

### Clubs, Organizations, and Activities

North Iowa Area Community College sponsors a wide variety of student organizations and activities. All student activities and the social calendar are to be coordinated through the Office of the Vice President for Student Services and the Student Senate Office.

#### Ag Club

If you're interested in agriculture, the Ag Club is intended for you. Activities may include trips to Denver and Chicago, livestock sales, Ag career seminars, fund raisers, and state and national conferences.

#### Art Club

If you're interested in extracurricular art activities, welcome to the Art Club. Art majors are highly encouraged to participate in this club; however, you do not have to major in art to benefit. The Art Club seeks to develop greater interest in the visual arts on the NIACC campus and in North Iowa. Artist workshops, field trips, social events, business meetings, and student exhibits are organized monthly by members. An annual spring bus trip to the Art Institute of Chicago gives you an opportunity to view internationally recognized art. Cash awards to deserving students are sponsored by the Club during the annual Iowa Student Competition.

#### BACCHUS

**Boost Alcohol Consciousness Concerning the Health of University Students (BACCHUS)** promotes developing responsible habits, attitudes, and lifestyles regarding alcohol and related issues. As a member of BACCHUS, your activities might include National Awareness Week, a Red Ribbon Campaign, and peer education.

#### Campus Outreach (COR)

Join students of all faiths in Christian fellowship through this organization. COR, which meets at the OK House across from campus student housing, sponsors dances, recreational activities, and volunteer activities for all students.

#### Dance Team

The NIACC Dance Team performs during halftime at basketball games and features routines developed by its members. The squad began in 1996 with 7 participants and grew to 9 members in 1997 through the process of tryouts. The team has been well received by fans at the games and is a great way to promote school spirit.

#### Forum Club

If you like to debate, join other students and NIACC faculty in discussing current controversial topics such as the environment, politics, and social issues. The Forum Club sponsors a series of speakers throughout the year.

#### Instrumental Music

You can actually join up to four ensembles right at NIACC — The North Iowa Concert Band, North Iowa Symphony Orchestra, NIACC Jazz Ensemble, and NIACC Pep Band. The Concert Band and Symphony Orchestra are composed of NIACC students and community members from North Iowa, and membership in the Orchestra and Jazz Ensemble are by audition only. Private lessons are also available.

#### Intramurals

The intramural sports program provides you an opportunity to participate in a sport of your choice on both a competitive and informal recreational basis. Activities may include basketball, free-throw contest, golf, one-on-one basketball, softball, flag football, volleyball, weight lifting, soccer, coed volleyball, card tournament, and more.

NIACC does not subscribe to an insurance program for intramural participants. Students who participate in any intramural event must assume their own responsibility for insurance coverage.

#### Karate Club

The Japan Karate Association (JKA) at NIACC is open to students and staff interested in the art of Karate-do. Training with the Karate Club can improve your flexibility, conditioning, strength, balance, coordination, and ability to defend yourself. Rank acquired through JKA at NIACC is recognized at JKA clubs and schools throughout the world.

#### LOGOS

Explore your journalism talents, from reporting to photography to advertising sales through *Logos*, the student newspaper. Published by students, *Logos* is an award-winning publication released every other week. Working diligently on the paper will give you one semester hour of credit for each term you contribute. The paper's editors receive scholarships and often have an opportunity to participate in national newspaper conventions.

#### Math Club

The Math Club provides various opportunities for students (with a range of mathematical abilities) to take part in mathematical activities and events and to interact on a more informal basis with the faculty. Since the Math Club began in the Fall of 1997, members have competed during the national student math league competition, attended Mathematical Association of America (MAA) meetings, and planned Math Awareness Week activities.

#### Multicultural Student Union (MSU)

Explore cultural diversity through this organization. MSU strives to heighten awareness and knowledge of various cultures, combat racism in all its forms, and develop human potential in NIACC students. People of all races, ethnic, and religious backgrounds are encouraged to participate.

**Nursing Club**

Nursing students will benefit from the Nursing Club, which hosts a holiday mixer for freshmen and sophomore nursing students the last day of fall semester. You can also attend state conventions for national nursing associations to hear interesting speakers on pertinent topics.

**OK House**

The Oikoumene Religious Center is an ecumenical religious organization serving postsecondary students in North Central Iowa. The Center, located just across from NIACC Dormitories, Inc. is open daily for students to drop in for social events, listening and referral services, recreation, counseling, study, support groups, contemporary worship experiences, and a serene environment. The OK House is supported by area churches.

**Older Wiser Learners (OWLS)**

If you've been out of the educational system for some time, OWLS may help you feel more comfortable. Older Wiser Learners are students 25 years of age and up who gather together to encourage each other, share success, solve problems, network, listen to speakers, plan projects, meet new friends, let off steam, cut red tape, and learn about the college system. You'll likely find strong support and friendships through this group which meets weekly for lunch.

**Phi Theta Kappa**

Expand your scholarship opportunities after NIACC by joining the College's Alpha Psi Beta Chapter of PTK, an international honor society that recognizes the academic accomplishments of students attending two-year colleges. To become a member, you must have a 3.5 GPA after completing 24 semester hours at NIACC and be enrolled in at least three semester hours of classes.

**Physical Therapist Assistant Club**

The PTA Club is open to students currently enrolled in the Physical Therapist Assistant Program. The Club promotes public awareness of physical therapy as well as professionalism and leadership among PTA students. Members meet monthly to plan physical therapy month activities, participation in the annual state student conclave, and social events.

**Scuba Club**

Interested in traveling to the Caribbean or West Indies? The Scuba Club can take you there! Participation is encouraged whether or not you have scuba diving experience. Trips, which are determined by the level of interest you and your friends show in the club, are usually scheduled during spring break or immediately following spring semester.

**Student Environmental Affairs Group**

The Student Environmental Affairs Group is composed of students working with NIACC's Environmental Affairs Council to raise environmental awareness on campus. Members discuss environmental issues and make recommendations to encourage environment-friendly decisions and practices at NIACC.

**Student Senate**

If you're interested in government, the Student Senate is a great way to get involved. Student Senators, who receive one semester hour of credit each term, attend statewide leadership conferences and student senate retreats, lobby at the state capitol in Des Moines, and represent the student body on various decision-making committees. They also plan most of the campus entertainment, including comedy club, movie nights, lectures, dances, games, singers, talk shows, cultural celebrations, and more.

**Theatre Club**

The club takes trips each year to see professional productions and attends the Mid-America Theatre Conference. The Club also offers a means for producing student work such as original scripts or student directed plays. The NIACC Theatre Department stages two major productions annually.

**Vocal Music**

If you like to sing, join the Concert Choir, which is open to all students, or sign up for private voice lessons. You might also try out for the NIACC Singers show choir, which performs locally and takes a major tour every other year to such places as Florida or Hawaii.

**Student Services Fee Budget**

The Student Services Fee Budget Committee, consisting of six members of the Student Senate, three faculty members and two members from the administration, meet with the various clubs and organizations and hear their requests. The budget is established in April for the subsequent year. The following budget has been approved by the Student Services Fee Budget Committee for 2001-2002:

**ORGANIZATION BUDGET**

Admissions/Orientation .....	\$ 3,000
Agriculture Club .....	\$ 1,000
Art Club .....	\$ 1,000
Cheerleading.....	\$ 1,750
Environmental Student Affairs .....	\$ 400
Forum Club .....	\$ 800
Health Services.....	\$ 4,500
Intercollegiate Athletics .....	½ of Student Services Fees
Intramurals .....	\$5,000
Karate Club .....	\$ 200
LOGOS .....	\$ 8,500
Math Club.....	\$ 600
Music, Instrumental.....	\$ 1,000
Music, Vocal.....	\$ 1,800
Nursing Club .....	\$ 850
Phi Theta Kappa .....	\$ 300
Physical Therapy Assistant Club .....	\$ 700

The remainder of the Student Services Fee is retained by the Student Senate for leadership development, student government, and general student activities programming.

## **NORTH IOWA CAREER CENTER**

The North Iowa Career Center (Activity Center, Room 209) is an on-campus connection to the Workforce Development Partnership, a joint venture of Iowa Workforce Development, North Iowa Area Community College, and the Iowa Department of Human Services. This office provides a variety of services for students, alumni, and the general public including access to job listings, job search tools, and job fairs as well as a one-semester-hour-credit Employment Strategies course. In addition, students and alumni may make appointments for individualized assistance with job seeking skills and tools.

Placement statistics are maintained on career program graduates. Prospective students may utilize these statistics when determining a course of study. The North Iowa Career Center does not guarantee students or graduates employment. Rather the Center should be viewed as another avenue to follow in seeking satisfactory employment.

Companies are invited to send interviewers to the campus during the year. The North Iowa Career Center does not necessarily endorse interviewing companies. All students and graduates should investigate the integrity of these companies before accepting employment.

### ***Cooperative Education Program***

North Iowa Area Community College provides an educational program in which a student has the opportunity to blend theory and practice by combining classroom learning with planned and supervised field experience.

Cooperative Education is a concept which incorporates academic work with employment experience to provide a more meaningful and valuable total experience for the college student. The goal is to afford students the opportunity to enhance their academic knowledge, personal development, and professional preparation.

Credit is granted for the field experience in Cooperative Education. Students may earn up to 5 credits per term and apply 12 credits toward an associate degree. Appropriateness of learning objectives is an essential feature in the approval for credit process. For further information, contact the Student Services Center at 641-422-4207.

## ACADEMIC/ DISCIPLINARY POLICY

### Fresh Start

A. Please read the following sections carefully before deciding if a “Fresh Start” is right for you at this time.

1. The “Fresh Start” program is intended for students who change to a new program of study after receiving unsatisfactory grades in a previous program or for students who have performed poorly at NIACC. It allows the student cumulative grade point average (GPA) to be recomputed.
2. The “Fresh Start” is a one-time-only option. If a student experiences difficulty in a new program or subsequent semester, he/she may not apply for a second “Fresh Start.”
3. The student must be currently enrolled in credit classes at North Iowa Area Community College pursuing a degree, diploma, or certificate, and have successfully completed a minimum of 12 credits with a term grade point average of 2.00 or better and a 2.00 cumulative grade point average excluding the Fresh Start semester(s).
4. “Fresh Start” may span a maximum of two consecutive semesters of college credit courses. Students may not choose specific classes to be waived. **All courses** within the requested fresh start term would be amended, if approved.
5. Courses are not removed from the transcript by a “Fresh Start.” If a “Fresh Start” is approved, all courses in the approved term(s) will receive the grade symbol “O” for grade requital. Grades earned for the term(s) specified in the request will not be included in the computation of the student’s cumulative grade point average.
6. Students may petition for a “Fresh Start” for courses taken at least three years prior to the time of appeal.
7. Since the “Fresh Start” program is a North Iowa Area Community College policy only, it will generally not affect decisions made by grantors of financial aide or athletic eligibility or transfer institutions. Such outside agencies may still consider the complete transcript, not just the “Fresh Start.”

B. If you decide that you wish to pursue a “Fresh Start” in view of the previous information, or if you are not yet certain if this is the right option for you at this time, you may request a transcript from the Records Office and make an appointment to meet with a counselor or advisor to discuss this matter.

C. When you have obtained your transcript and written your letter of appeal addressing your previous situation and how that situation has changed so that you will be more successful academically, meet with the counselor or advisor. He/she will be able to look at

your records and your letter to go over the process with you to help you decide if you should proceed with the “Fresh Start.” If you decide not to proceed, no further action is required.

D. If you decide to proceed with the “Fresh Start” petition, the counselor or advisor should complete Section II of the petition. The counselor should sign and date this section.

E. The complete petition should be sent to:

Registrar  
North Iowa Area Community College  
500 College Drive  
Mason City, IA 50401

F. The Records Office will proceed as follows when the decision is received:

1. Amend the student’s academic record based on the semester(s) indicated by the decision. The grades for the appropriate semester are amended to an “O” meaning grade requital which automatically is not calculated in degree audit.
2. Add the comment line, “Fresh Start Term,” after the appropriate semester(s) on the academic transcript.
3. Retain documentation of the decision in the Records Office for at least five years.

G. The student has the right to request reconsideration of the decision. Such an appeal must be made in writing to the Vice President for Student Services within thirty (30) days after the decision was communicated to the student. If the student wishes to appear in person before a Committee to support his/her request, the student should indicate that fact in the letter.

### Academic Probation/Suspension

**Probation:** A student who does not attain at least a 1.50 cumulative grade point average will be placed on institutional academic probation by the Registrar. Unless specific corrections are made, probation may be followed by suspension.

**Suspension:** A written notice to a student of denial for further participation and/or registration in the College until a specified future date.

A student not meeting the minimum standard (1.5 GPA) for two consecutive terms may be notified by the Registrar that he/she is suspended for a 16-week term unless a successful appeal is filed with the Vice President for Student Services or designee.

Any student placed on probation or suspension is highly encouraged to visit with the NIACC counseling staff for assistance.

## Technology Policy

### 1. Introduction

The technology facilities and services provided by North Iowa Area Community College, including computing, telecommunications and media services, are primarily intended for teaching, learning, student support, and administrative purposes. NIACC encourages staff to make appropriate and innovative use of such resources to further their learning. The use of technology and information resources is governed by all applicable College faculty, staff, and student policies as well as applicable federal, state, and local laws and statutes. It is not the intent of NIACC to provide access to technology and information resources for alumni, the general public, or for private use.

NIACC provides a number of computer labs to the general College population for course work and related educational endeavors. In addition, students enrolled in credit classes are offered a temporary personal Internet account, renewable each semester they are enrolled at NIACC. The policies outlined here apply to the use of these accounts.

### 2. Staff Access to Institutional Data

The value of data as an institutional resource is increased through its widespread and appropriate use; its value is diminished through misuse, misinterpretation, or unnecessary restrictions to its use.

Access to NIACC institutional data - the permission to view or query institutional data - should be granted to all eligible employees of NIACC for legitimate College purposes. Network accounts (Usernames) will be administered by NIACC Technology Services for all staff.

Data users will be expected to access institutional data only in their conduct of College business, to respect the confidentiality and privacy of individuals whose records they may access, to observe any ethical restrictions that may apply to data to which they have access, and to abide by applicable laws and policies with respect to access, use, or disclosure of information. Expressly forbidden is the disclosure of limited-access or internal institutional data or the distribution of such data in any medium except as required by an employee's job responsibilities. Also forbidden is the access or use of any institutional data for one's own personal gain or profit, for the personal gain or profit of others, or for political purposes.

Personal usernames and passwords should not be shared or used by another person. Violators will be subject to disciplinary action. Computer resources - both hardware and files stored on computers or servers are considered to be the property of the College.

### 3. Copyright

NIACC recognizes and adheres to U.S. and International copyright laws, software licenses, and intellectual property rights associated with both print and non-print materials.

NIACC forbids, under any circumstances, the unauthorized reproduction of software, or use of illegally obtained software. Using College equipment to make illegal copies of software is prohibited. NIACC employees and students who violate this policy are subject to disciplinary action. Individuals who violate U.S. Copyright law and software licensing agreements also may be subject to criminal or civil action by the owner of the copyright.

### 4. Internet Access

The Internet is an electronic communications system connecting millions of computers and individual users from all over the world. Internet access is coordinated through a complex association of government agencies, state, and regional networks. Smooth operation of the network relies on the proper conduct of all of its end users.

With access to computers and to people from all over the world, it is possible that users may access materials that might not be considered to be of educational value, may be controversial, offensive, or inaccurate. Any and all access and use of information or materials obtained via the Internet is at the users own risk. NIACC does not accept any responsibility for the accuracy and/or quality of information obtained through its Internet services.

It is expected that each NIACC employee and student will follow ethical and professional guidelines and abide by College policies when using College computer equipment and services to access the Internet.

### 5. E-Mail

Electronic mail or E-mail accounts will be available to all NIACC staff, students enrolled in credit classes, and in certain circumstances temporary accounts for students in Continuing Education classes. E-mail can be used internally for campus communications or via the Internet for electronic communications around the world. Appropriate use of E-mail for College-related activities will be expected. While electronic messages being sent or stored on networks or servers will be considered by NIACC to be private communications and the responsibility of the staff member or student, users should be aware that it is possible for a hacker or a network administrator at any point along the worldwide Internet communication path to intercept and view documents. NIACC will not be held liable for individual use of electronic mail or use of the Internet.

**6. World Wide Web**

The World Wide Web (WWW or Web) provides and opportunity for NIACC to have a presence in the Internet community for public relations, to provide information, and for educational purposes. NIACC's "Home Page" (or pages) on the Web represent the College's programs, policies, and image to the world. Development of Web Home Pages will be encouraged by NIACC departments, staff, and students (as part of an instructional activity), and should be maintained by each to remain current, accurate, and to appropriately represent the College. NIACC will recommend standards for NIACC Web pages on the Internet, but will not be liable for the content of personal web pages.

**7. Responsible Use:**

The user bears the primary responsibility for the material that he or she chooses to access, send, or display.

Respect the rights of others by complying with all College policies. Remember that you are representing the College in all of your communications.

Use only computer IDs or accounts and communications facilities which you are authorized to use, and use them for the purposes for which they were intended. Do not let others use your Username or password.

Students will be responsible for maintaining their own files that are stored on network drives including deleting files no longer in use, and copying files that they want to save to removable media (diskettes).

Staff will be responsible for maintaining their own files that are stored on network drives including deleting files no longer in use. Do not use up valuable network storage resources with unnecessary and outdated files.

**8. Unacceptable Use:**

The following unacceptable activities may result in suspension or revocation of this privilege, disciplinary action, as well as possible legal and civil action by the copyright owner and/or the College.

- a. Unauthorized copying of any software (including operating systems, programs, applications, databases, or code) which is licensed or protected by copyright.
- b. "Computer hacking" (i.e. unwanted or unsolicited entry into a computer system).
- c. Knowingly introducing a "computer virus" to a computer or network (i.e. a program - either harmless or damaging - which attaches itself to another program and/or has the capability to reproduce in order to infect other computers).
- d. Unauthorized access, willful damage, or misuse of systems, applications, databases, code, or data.

- e. Use of the campus network, the Internet, ICN, or other telecommunications or data networks for actions that constitute harassment (as defined by the NIACC Harassment Policy). This includes introducing inappropriate materials to the network, displaying for others to view or hear, or printing on College printers.
- f. Using the network or College equipment to conduct personal business for one's own personal gain or profit, for the personal gain or profit of others, for solicitation of services, or for political lobbying or campaigning.
- g. Allowing others to use your personal Username and password to access campus networks or the Internet.

The above items in this section are all unacceptable activities.

**9. Use of NIACC Computer Labs:**

- a. First priority use is for scheduled classes and workshops.
- b. Second priority use is for students doing assignments required for classes, or staff preparing for a class.
- c. Third priority use is for other academic uses such as exploration of the Internet and E-mail.

Please limit your time at the computers to one hour when there are other students or staff waiting. If you are not doing work specifically for a class, you may be asked to yield your spot to those who have class assignments to complete. Students violating the Technology Policies or the NIACC Student Conduct Code will be asked to leave and may face loss of computer and Internet privileges and/or disciplinary action.

**Grade Appeal Process**Introduction

The following procedures are available for review of alleged capricious grading, and not for review of the judgement of an instructor in assessing the quality of a student's work. Capricious grading as the term is used is defined as one or more of the following:

1. the assignment of a grade to a particular student on some basis other than the announced standards for the course;
2. the assignment of a grade to a particular student by more exacting or demanding standards than were applied to other students in that course;
3. the assignment of a grade by a substantial departure from the instructor's standards announced during the first part of the term.

The assessment of the quality of a student's academic performance is one of the major professional responsibilities of College faculty members and is solely and

properly their responsibility. It is essential for the standards of the academic programs at North Iowa Area Community College and the integrity of the certificates, diplomas, and degrees conferred by this College that the professional judgements of faculty members not be subject to pressures or other interference from any source.

It is necessary, however, that any semester grade be based on evidence of the student's performance in a course, that the student have access to the evidence, that the instructor be willing to explain and interpret the evidence to the student, and that a grade be determined in accordance with announced guidelines. These guidelines should be announced in each class within the first quarter of the semester term.

At any time, a student may seek the assistance of a counselor from Student Services regarding the procedure in appealing alleged capricious grades or the merits of a particular case.

#### Appeal Procedures

A student who believes a semester grade is capricious may seek clarification and, where appropriate, redress as follows:

1. The student shall confer with the instructor, informing the instructor of questions concerning the grade, and seeking to understand fully the grounds and procedures the instructor has used in determining the grade. The aim of such a conference is to reach mutual understanding about the grade, the process by which it was assigned, and to correct errors, if any, in the grade.
2. If, after consultation with the instructor, the student believes that a grade is capricious, the student shall confer with the division chair, who shall consult and advise with both the instructor and student separately or together, in an effort to reach an understanding and resolution of the matter.
3. If steps one or two do not resolve the problem, the student may submit a petition in writing to the Academic Appeals Committee. This petition must be submitted through the Vice President for Student Services not later than the end of the fourth week of the following semester, excluding the summer terms. For students involved in programs where the grade will not allow progression, a revised time plan may be developed so the appeal can be heard prior to the next semester.
4. On the basis of a consideration of the student's petition, the instructor's response, and interviews by the chairperson of the Academic Appeals Committee with the student and the instructor, the Academic Appeals Committee shall conduct an inquiry which may include a meeting with the student and the instructor separately or together and ascertain and consider relevant facts.

The Committee should make one of the following decisions:

- a. That the grade was not assigned capriciously and shall stand as assigned.
- b. That the grade may have been assigned capriciously and merits further consideration.

The committee shall, as a result of its consideration, recommend an appropriate grade.

5. The decision of the Academic Appeals Committee will be communicated to the student by the chairperson of the committee.
6. If the student does not accept the decision of the Academic Appeals Committee, the appeal will then be forwarded to the Vice President for Academic Affairs for review. The Vice President shall review the case and shall make one of the following decisions:
  - a. Acceptance of the Academic Appeals Committee decision.
  - b. Request for the Academic Appeals Committee to reconsider its decision.

The Vice President for Academic Affairs shall review the case and consult with the instructor and the student either individually or collectively. On the basis of the review and the consultation, the Vice President for Academic Affairs (a) may direct the instructor to make the grade change and that decision shall be final, or (b) may request the Academic Appeals Committee to reconsider its decision. After a reconsideration by the Committee, its recommendations regarding the student's grade is final. Should the reconsideration of the Academic Appeals Committee involve a change in grade, the Vice President for Academic Affairs shall direct the instructor to make the grade change. In the event the instructor declines to make the grade change, then the Vice President for Academic Affairs shall authorize the Registrar to make the grade change, and such a decision shall be final.

7. If the student does not accept the decision of the Vice President for Academic Affairs, the student may choose to appeal to the President of the College.

**NOTE:** At all points of decision, the student, the instructor, the division chair, and any parties involved shall be notified promptly and no later than one week after each decision has been reached.

#### Composition of Academic Appeals Committee

The committee shall consist of two full-time staff members, one division chair, one Student Services staff member, and two full-time students selected by the College's Student Senate. The committee will be chaired by the Vice President for Student Services. If a faculty committee member is the instructor whose assignment of a grade is being appealed, then the Vice President for Academic Affairs will appoint a substitute faculty member to the committee in place of that instructor. If

a student committee member is appealing a grade, then the majority of officers of the Student Senate will select an alternate student committee member.

### Student Conduct Code

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

#### I. Statement of General Policy and Definitions

It is expected that each student will obey Federal, State, and local laws; will show respect for properly constituted authority; and will exhibit and maintain integrity and honor in all manners related to the college.

Definitions: In this code, unless the context otherwise requires:

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

#### II. Standards: conduct which is contrary to any of the following may subject the student to disciplinary action and shall constitute a violation.

A. Student Identification: Students will be issued an I.D. card to be used for identification when attending college-supported, sponsored or supervised activities and in checking out materials from the library. A charge will be made to cover the cost of

replacement. Misuse of an I.D. Card may result in disciplinary action and shall constitute a violation.

- B. Use of facilities: A student or a student group or association shall comply with established administrative rules and board policies in planning for the use of facilities and in using the facilities.
- C. Speech and Advocacy: Discussion and expression of all views are permitted on college property, provided that:
  - a. peace and order are maintained.
  - b. college-sponsored, supported, and supervised activities, including instruction are not disrupted.
  - c. student activities, whether individual or group, are not disrupted.
  - d. state, federal, and local laws are not violated.

Individual students and campus organizations may invite speakers of their own choosing, provided a policy of the college or board or this code is not violated.

- D. Student Conduct: The following shall be subject to disciplinary procedures:
  - a. The unlawful manufacture, distribution, dispensation, possession or use of illicit drugs and alcohol on college property or as a part of any college-sponsored activity. Note: When college-sponsored events take place in states or countries where more lenient laws exist, the legal age shall be defined as 21. College sponsors of off-campus events have the right to develop and enforce more stringent rules (such as no alcohol).
  - b. Dishonesty, including but not limited to: cheating; plagiarism; knowingly furnishing false information to the college, forgery, alteration, or misuse of college documents or records.
  - c. Disruption of the orderly process of activities of the college, including unauthorized entry into, obstruction of, or occupation of any college property, and including obstruction of entry or exit to any college property.
  - d. Threatening, harassing, physically abusing, or endangering in any manner the physical or mental health and safety of any person.
  - e. Theft, willful destruction, damage or misuse of any property belonging to or in the possession of the college or belonging to or in possession of any person.
  - f. Illegal possession or use of any firearm, explosive, dangerous chemical, or other weapon.

- E. Financial Transactions with the College: The following shall be subject to disciplinary procedures and shall constitute violations:
  - a. Failure or refusal to timely pay a debt owed the college or NIACC Dormitories, Inc.
  - b. Presentation or delivery of any check, draft, or order to the college or to NIACC Dormitories, Inc., with intent to defraud.
  - c. Failure to pay the college the amount of a check, draft, or order, on or before the fifth class day after the

day the Business Office sends written notice that the drawee has rightfully refused payment on the check, draft, or order.

**III. Disciplinary**

**A. Administrative**

**1. Investigation and Complaint**

- a. When the Vice President for Student Services receives information indicating that a student has committed a violation, the Vice President shall investigate the alleged violation. After preliminary investigation, the Vice President may:
  - 1. Dismiss the allegation as unfounded, either before or after conferring with the student;
  - 2. Proceed administratively as provided below; or
  - 3. Prepare a complaint for use before the Student Conduct Committee (hereinafter designated SCC).
- b. The President may take interim disciplinary action, including, but not limited to, suspending the right of the student to be present on the campus and to attend classes, and restricting or altering the other privileges granted the student, when in the opinion of the President the interests of the College would best be served.

**2. Notice to Appear**

- a. A student may be ordered to appear before the Vice President in connection with an alleged violation by a notice from the Vice President personally served upon the student; provided, that nothing herein shall prevent the Vice President and student from agreeing informally to meet to discuss the alleged violation.
- b. The notice shall direct the student to appear at a specified time and place. The notice shall briefly describe the alleged violation and shall state whether the Vice President intends to handle the allegation as a minor or major violation.
- c. The Vice President may place on disciplinary probation a student who fails without good cause to comply with a notice ordering appearance, or the Vice President may submit the matter to the Student Conduct Committee, or to the President.

**3. Disposition**

- a. When the student appears before the Vice President whether informally or pursuant to notice, the Vice President shall advise the student of his rights as set forth in this code.
- b. A student may refuse administrative disposition of the alleged violation, and upon refusal, is entitled to a hearing before the Student Conduct Committee. The student must serve the Vice President with a written request for a hearing on or before the third day following the refusal to accept administrative disposition. The Vice President shall then inform the President that a request for a hearing has been made. A student's failure to timely make a written request for

a hearing shall constitute an acceptance of administrative disposition, except a signed acknowledgment as provided in IIIA3c shall not be required.

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

**B. Student Conduct Committee (SCC)**

**1. Composition and Organization**

- a. The SCC shall be composed of three administrative officers of the college other than an officer under the supervision of the Vice President. The members of the committee shall be appointed by the President.
- b. The SCC shall elect a chairperson from its members. The chairperson shall conduct the hearing and shall rule on the admissibility of evidence, motions, and objections; the chairperson's decision may be overridden on a vote of the committee. Each member of the committee, including the chairperson, is eligible to vote at the hearing.
- c. Chairperson: The chairperson shall set the date, time, and place for the hearing and shall issue subpoenas and subpoenas duces tecum upon the request of the Vice President or the student.
- d. The Vice President shall represent the college before the SCC and shall represent evidence to support an allegation of a violation. The Vice President and/or the student may be assisted by legal counsel.

**2. Notice**

- a. The SCC chairperson shall have written notice served upon the student and the Vice President, which notice shall set forth the date, time, and place for the hearing, as well as the nature of the alleged violation. The hearing date shall be not less than five (5) nor more than ten (10) class days after service of the notice. If student is under 18 years of age, a copy of the notice shall be sent by certified, return receipt requested, U.S. mail to the parents or guardian of the student.
- b. The chairperson may for good cause postpone the hearing.

- c. The SCC may hold a hearing at any time if the student has actual notice of the date, time, and place of the hearing, and the student makes written acknowledgment of said actual notice and written consent to the conducting of a hearing.
  - d. The notice shall direct the student to appear before the SCC on the date and at the time specified, and shall advise the student that he/she has a right to each of the following:
    - 1. To a private hearing;
    - 2. To the presence and assistance of legal counsel;
    - 3. To the presence of his parents and/or legal guardian;
    - 4. To the witnesses against him appear at the hearing and to confront and cross-examine each of them;
    - 5. To cause the committee to order witnesses to appear on his behalf and to require the production of documentary and other evidence possessed by the college, and to offer evidence and argue in his own behalf;
    - 6. To have a privately-paid stenographer present at the hearing and/or to record the hearing by electronic means;
    - 7. To appeal the faculty-student board of review;
    - 8. To remain silent during the hearing and to not have his silence used against him.
  - e. The SCC may suspend a student who fails without good cause to comply with a notice sent under these provisions, or, at its discretion, the SCC may proceed with the hearing in the student's absence.
  - f. The Vice President shall have the right to have a stenographer present at the hearing and/or to record the hearing by electronic means.
3. Preliminary Matters
- a. Alleged violations arising out of the same transaction or occurrence, or out of the same series of transactions or occurrences, against more than one student, may be heard together, or, either at the option of the committee or upon request by one of the students or the Vice President, separate hearings shall be held. Alleged violations by one student arising out of the same transaction or occurrence or out of the same series of transactions or occurrences shall be heard together. Alleged violations by one student arising out of unrelated transactions or occurrences may be heard together with the written consent of the student.
  - b. At least three (3) class days before the hearing date, the student shall in writing furnish the SCC with:
    - 1. The name of each witness he wants ordered to appear and a description of all evidence possessed by the college which he wants produced;
    - 2. Any objection that, if sustained, would postpone the hearing;
    - 3. The name of legal counsel, if any, who is to appear with him;
    - 4. A request for a private or separate hearing and the grounds for such request;
    - 5. A request to exercise any of the student's other rights stated in the notice.
  - c. When the hearing is held by consent of the student less than 5 days after service of notice or for other good cause shown, the student may submit the information described in paragraph b. immediately above at any time before the hearing terminates.
  - d. An objection, which if sustained would require the dismissal of the complaint, may be submitted at any time prior to the termination of the hearing.
4. Procedure
- a. The hearing shall be informal and shall be open to the public unless otherwise requested by the student in accordance with III B3b. If the hearing is to be private, the members of the student's immediate family, if requested by the student, may attend.
  - b. The hearing committee shall proceed generally as follows:
    - 1. The chairperson of the SCC shall read the complaint;
    - 2. The chairperson of the SCC shall inform the student of his rights, as stated in the notice of hearing;
    - 3. The Vice President shall present evidence in support of the alleged violation;
    - 4. The student shall present his/her defense;
    - 5. The Vice President and the student may present rebuttal evidence, and shall have the right to make argument. The Vice President shall have the right of the opening and the closing argument;
    - 6. The committee will vote the issue of whether there has been a violation and shall inform the student and the Vice President of their finding. If the committee finds a violation, the student and the Vice President shall have the right to submit evidence and argument as to the proper penalty;
    - 7. The committee shall then determine the penalty, if any;
    - 8. The committee shall state in writing each finding of a violation and the penalty determined. Each committee member concurring in the finding and penalty shall sign the statement. The committee shall include in the statement its reasons for the finding and penalty.
5. Evidence
- a. Rules of evidence shall not apply to hearings before the SCC, and the SCC may admit and give effect to evidence that possesses probative value and is

commonly accepted in the conduct of a reasonable person. The SCC shall not consider and may exclude irrelevant, immaterial, and unduly repetitious evidence. The SCC shall recognize as privileged communications between a student and a member of the professional staff, counseling center, or the Office of the Vice President for Student Services where such communications were made in the course of performance of official duties and when the matters discussed were understood by the staff member and the student to be confidential, as well as those communications which are privileged by law. Committee members may freely question witnesses.

- b. A student is presumed innocent until the Vice President has proved a violation by clear and convincing evidence.
- c. All evidence offered during the hearing shall be made a part of the hearing record. Documentary evidence may be included in the form of copies, extracts or abstracts, or by incorporation by reference. Real evidence may be photographed or described.

6. Record

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

*C. Faculty-Student Board of Review*

1. Right to Appeal

- a. In those cases in which the disciplinary penalty imposed was as prescribed in IV A (6) through (11), the student may appeal the decision of the SCC, or the decision of the President in an interim action to the faculty-student Board of Review. Disciplinary actions taken under IV A (1) through (5) cannot be appealed beyond the SCC. A student appeals by giving written notice to the chairperson of the SCC on or before the third class day after the day the decision or action is announced. This notice shall contain the student's name, the date of the decision or action, the name of his legal counsel, if any, and a simple request for appeal.
- b. Notice of appeal timely given suspends the imposition of penalty until the appeal is finally decided.

2. Board Composition

- a. The President shall appoint Boards of Review to hear appeals timely made under this code. Each board shall have three faculty members and two students appointed by the President in alphabetical rotation from available members of the review panel. A chairperson of each Board of Review shall be designated by the President. The duties and powers of all board members shall be the same as those of the SCC, except where otherwise provided. All matters shall be decided by simple majority vote.

- b. The review panel shall consist of ten (10) members, selected as follows:

- 1. Five (5) faculty members shall be appointed for three-year staggered terms by the President, who may consider but who is not bound by the recommendation of the president of the faculty association.

- 2. Five (5) students shall be appointed by the President of the College for one-year terms. Student members must have an overall 2.00 average on all college work attempted at the time of their selection to serve on the review panel and must not have a disciplinary case pending. The President may consider nominations submitted by faculty, staff, and students.

3. Consideration of Appeal

- a. The Board of Review shall consider each appeal on the record of the hearing before the SCC. For good cause shown, the board may remand to the SCC to consider and hear newly discovered evidence.

- b. The chairperson of the Board of Review shall give written notice to the student and the Vice President of the time, date, and place of the hearing which shall be held not more than 10 days after the receipt of notice of appeal, unless for good cause shown.

- c. The Board of Review will hear oral argument and will accept written briefs from the student and Vice President.

- d. The Board of Review may modify or set aside the finding of violation, penalty, or both, if the substantive rights of the student were prejudiced because the SCC's finding of facts, conclusions or decision were:

- 1. In violation of federal, state or local law, board or college policy or regulation or this code.
- 2. Clearly erroneous in view of the evidence contained in the record from the hearing before the SCC.

- e. The Board of Review may not increase a penalty assessed by the SCC.

4. Petition for Administrative Review

- a. A student may appeal the decision of the Board of Review by submitted a petition for review to the President within three days of the decision of the

board of Review. A student may submit a similar written petition to the Board of Directors within three days of an adverse ruling by the President, but the board need not consider such petition. The President shall automatically review every penalty of expulsion.

- b. A petition for review is informal but shall contain, in addition to the information required by IIIc1a notice of appeal, the date of the Board of Review's action of the student's appeal and the student's reasons for disagreeing with the Board of Review's decision.
- c. The President or the Board of Directors in their review may take any action that the SCC is authorized to take. They may receive written briefs and hear oral argument during their review.

**IV. Penalties. The Vice President for Student Services, under IIIA or the Student Conduct Committee, under IIIB, or the Faculty Student Board of Review, under IIIC, may impose one or more of the following penalties for a violation:**

- A. **Warning** - a written reprimand to the student to whom it is addressed.
- B. **Warning probation** - a warning indicating that further violations may result in suspension. Warning probation may be imposed for any length of time up to one calendar year and the student shall be automatically removed from probation when the imposed period expires.
- C. **Disciplinary probation** - a warning indicating that further violations may result in suspension. Disciplinary probation may be imposed for any length of time up to one calendar year and the student shall be automatically removed from probation when the imposed period expires. Students will be placed on disciplinary probation for engaging in activities such as but not limited to the following: being convicted of public intoxication or simulated intoxication, misuse of I.D. Card (minor violation), creating a disturbance in or on campus facilities.
- D. **Withholding of transcript or degree** - imposed upon a student who fails to pay a debt owed the college or NIACC Dormitories, Inc., or who has a disciplinary case pending final disposition. The penalty terminates on payment of the debt or final disposition of the case.
- E. **Bar against readmission** - imposed on a student who has left the college on enforced withdrawal for disciplinary reasons.
- F. **Restitution** - reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensation for damages.
- G. **Suspension of rights and privileges** - an elastic penalty which may impose limitations or restrictions to fit the particular case.

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

I. **Denial of Degree** - imposed on a student found guilty of scholastic dishonesty and may be imposed for any length of time, including permanently.

J. **Suspension from the College** - prohibits, during the period of suspension, the student on whom it is imposed from being initiated into an honorary or service organization; from entering college property except in response to a request of the college, and from registering, either for credit or for non-credit, for scholastic work at or through the college.

**V. Miscellaneous**

- A. In the event any portion of this policy conflicts with the laws of Iowa or of the United States, those laws shall be followed.
- B. All disciplinary proceedings will become a permanent part of the student's records maintained by the college.
- C. Evidence discovered as the result of an illegal search or seizure shall not be considered in determining whether a violation has occurred.
- D. Words and phrases herein shall be construed as in the singular or plural number, and as masculine, feminine or neuter gender, according to the context.

## COLLEGE SERVICES

### College Operating Hours

#### General

Buildings are open to normal student traffic:

Monday-Thursday: .....7:30 a.m. to 9:00 p.m.

Friday: .....7:30 a.m. to 4:15 p.m.

#### Administrative Office Hours

Monday-Thursday .....7:45 a.m. to 9:00 p.m.

Friday .....7:45 a.m. to 4:15 p.m.

#### Business Office

Monday-Thursday .....7:45 a.m. to 6:30 p.m.

Friday .....7:45 a.m. to 4:15 p.m.

Summer Hours: May 7-August 17, 2001

Monday-Friday .....7:45 a.m. - 4:15 p.m.

#### Faculty Office Hours

Hours for conference with students are arranged individually by each faculty member. The schedule of office hours is posted on faculty office doors.

#### Student Services Hours

##### **Counseling Office Hours**

Monday through Thursday .....7:45 a.m.-6:30 p.m.

Friday .....7:45 a.m.-4:15 p.m.

Contact the Counseling Center to schedule an evening appointment.

##### **Financial Aid Office Hours**

Monday - Friday .....7:45 a.m.-4:15 p.m.

##### **Records Office Hours**

###### Fall and Spring Semesters

Monday - Thursday .....7:45 a.m.-5:30 p.m.

Friday .....7:45 a.m.-4:15 p.m.

Summer Hours: May 7-August 17, 2001

Monday -Friday .....7:45 a.m. - 4:15 p.m.

### BUS SERVICE

#### Mason City

Bus service is available between the campus and Mason City, Monday through Friday. The NIACC route is available at 10 minutes after the hour from 6:30 a.m. - 5:30 p.m. at a cost to students of 50 cents. For further information call City Hall at 421-3616.

#### Charles City

Bus service is available between the campus and Charles City, Monday through Friday at a cost to students of \$1.50 one way or \$3.00 round trip. You need to call (641)228-7177 at least 24 hours prior to the day you wish to ride.

### Library

The role of the NIACC Library is to support the curriculum and to provide resources and services to meet the needs of students, faculty, and area residents.

The collection contains 28,700 general volumes, 9,700 nonbook media items, and 48,000 government publications. Subscriptions include 8 national newspapers, 44 NIAD area newspapers, and 370 periodicals with ten-year holdings of most titles. Also available are files containing up-to-date pamphlets, career information, and social concerns materials.

The library is open 70 hours per week, including evenings and Saturdays. A professional staff of two full-time librarians and one part-time librarian, assisted by three full-time assistants, and six student assistants provide service for all patrons. The library staff will provide assistance at any time. Library orientation sessions are offered at the beginning of each semester to inform students of library resources, policies, and procedures. A library handbook is also available. A student ID card is required to check out materials. ID's are available in Student Services.

A word-processing computer, a typewriter, and various types of media equipment are available for use in the library. Copying services are provided at a minimal cost.

The library is connected by computer to over 20,000 libraries across the country via the OCLC interlibrary loan system. This brings the libraries of the United States to NIACC students. A number of electronic databases, including a full-text periodical database, newspapers, electronic books, and encyclopedias on the World Wide Web, can be accessed through the library's web page. Many more CD-ROM databases, including reference materials and government resources are also available. Cooperative agreements with other Iowa community colleges and area libraries provide additional sources of information.

The library continues to implement the utilization of new technologies to meet the information needs of NIACC students. The library uses an online library catalog and circulation system to provide easy access to resources. Six Internet workstations are available for using the World Wide Web, and a CD-ROM network provides access to resources via the campus network.

#### **Library Hours**

##### Fall and Spring Semesters

Monday - Thursday .....7:30 a.m. - 9:00 p.m.

Friday .....7:30 a.m. - 5:00 p.m.

Saturday .....10:00 a.m. - 4:00 p.m.

##### Summer School

Monday - Thursday .....7:30 a.m. - 8:00 p.m.

Friday .....7:30 a.m. - 4:15 p.m.

Closed Saturday

Vacations

Monday - Friday .....7:45 a.m. - 4:15 p.m.

Closed Saturday

CLOSED HOLIDAYS AND SUNDAYS

**Borrowing and Returning Library Materials**

Any library material that you wish to borrow must be checked out at the circulation desk. The NIACC Library is equipped with a detection system to insure that all materials have been checked out. Materials not checked out will cause a bell to ring and the gate to lock. Occasionally there will be a false alarm with the system.

To return materials, place them in the book return bin at the circulation desk. After hours, use the book drop in the corridor outside the library.

**Identification Cards**

Your identification card, (I.D.), must be presented to the desk attendant each time you check out any library materials. Before checking out items the first time, a library staff member will add a barcode to your I.D. and activate your account. **IMPORTANT: YOU ARE RESPONSIBLE FOR ALL MATERIAL CHECKED OUT ON YOUR I.D. CARD.**

Report the loss of an I.D. card to the circulation desk immediately; however, the library does not assume responsibility for material checked out on lost cards.

**OVERDUES, FINES AND LOST MATERIALS MUST BE RETURNED AND/OR PAID BEFORE A STUDENT MAY RE-REGISTER IN THE COLLEGE OR BE GIVEN TRANSCRIPTS.**

Consult the NIACC Library Handbook for policies and procedures relating to the Library.

**Lost and Found**

If you lose or find an item on campus, please contact the Reception Desk in the Administration Building and/or the Athletic Office in the Activity Center.

**Cafeteria Hours****Academic Year**

Monday - Thursday.....7:00 a.m. - 3:00 p.m.  
Friday.....7:00 a.m. - 2:30 p.m.

**Summer Hours**

Monday - Friday.....9:00 a.m. - 12:30 p.m.

**College Book Store, Activity Center****Hours**

May 7 - August 17 .....9:00 a.m. - Noon  
August 20-23 .....8:30 a.m. - 3:00 p.m.  
August 24.....8:30 a.m. - 6:00 p.m.  
August 27.....8:00 a.m. - 7:00 p.m.  
January 14 .....8:00 a.m. - 7:00 p.m.

**REGULAR BUSINESS HOURS**

8:30 a.m. - 3:00 p.m. Monday - Friday

**Book Store Additional Evening Hours**

August 28, 29, 30.....5:00 - 7:00 p.m.  
September 3 - LABOR DAY .....CLOSED  
September 4, 5, 6, .....5:00 - 7:00 p.m.  
January 15, 16, 17,  
22, 23, 24.....5:00 - 7:00 p.m.

The Book Store is closed on holidays and weekends.

Check the Bookstore Website at [www.niaccbooks.com](http://www.niaccbooks.com) for complete information and online ordering.

**Textbook Refund Policy**

Be sure to keep your Bookstore receipt. Observe the Bookstore Refund Policy that you receive at the time of purchase.

Please purchase all needed textbooks by the end of the third week of each semester. The Bookstore will begin returning unsold books to the publishers at that time.

**Protect Your Books!**

Once you know you are keeping your textbooks, mark them in some manner so you can identify them if they are lost or stolen. (For example: Put your name in the margin of a particular page of each textbook.)

**Parking and Security**

The Board of Directors of North Iowa Area Community College has adopted parking and traffic regulations in order to: (a) maximize pedestrian and vehicular safety; (b) ensure access at all times for ambulances, fire-fighting equipment, and other emergency vehicles; (c) make the parking facilities of the college available equitably to all of its members. Students are expected to know and comply with state motor vehicle laws and the traffic parking regulations of the college.

NIACC security patrol the parking lots. Security will ticket cars parked in violation. The Mason City Police Department is authorized to enforce parking regulations regarding fire lanes and handicapped parking.

NIACC reserves the right to remove a parked vehicle when it is in violation of regulations without prior notification and at subject's expense.

Physically handicapped persons parking in spaces designed for the handicapped must display a State of Iowa Handicapped Parking Permit. Information for permits may be obtained from the Vice President for Administrative Services.

## EMERGENCY PROCEDURES

### General

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

### Reporting

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

### Fire

1. In case of fire, notify an instructor or administrator. If neither are immediately available, sound the building alarm system by use of the nearest pull station.
2. When the fire alarm is sounded, evacuate the building immediately in a calm and orderly manner. Do not assume a false alarm when the fire alarm system is sounded. The fire alarm system is used for fires only.
3. Make sure you move to a point at least 300 feet from the building. Do not return to the building until permission is granted by appropriate personnel (police, fire, or NIACC staff in charge at the scene).
4. Assist disabled students in evacuating from the building.

### Tornado

1. It is important to know the following:
  - a. Tornado Watch - Conditions are such that a tornado could develop.
  - b. Tornado Warning - Sirens Sound - A tornado has been sighted. Seek shelter immediately.

2. Each building is equipped with a Civil Defense Indoor Warning Radio. When a watch is issued, the person monitoring the civil defense radio will notify staff in that building of the watch and the time period involved. Continuing Education monitors the civil defense radio during the evening hours and notifies the evening supervisors, custodial staff, and appropriate personnel of the watch and time period.
3. In the event of a warning, custodial staff and supervisory personnel will notify students in each building.
4. The recommended tornado shelter areas are posted in each classroom.
5. When the tornado siren sounds, immediately go to the designated shelter areas in a calm and orderly manner. Assist disabled students in getting to a designated shelter.
6. In the event you do not have time to reach a designated area, seek shelter in the lowest level of the building, under sturdy objects and against inner walls. Stay out of rooms with large windows, doors, and large roof spans. Crouch into as small a body position as possible.
7. Unless students are already in their cars and leaving the parking lot, they should not make an attempt to drive away from the tornado. A traffic jam at Highway 18 or 12th Street could cause more bodily injury than seeking shelter on campus or in a ravine. A car is not a safe place during a tornado.
8. "All Clear" will come from custodial or supervisory staff. The siren is NOT used to sound an all clear. Assist the emergency personnel as requested.
9. Generally speaking, modern concrete reinforced buildings, such as most of those on our campus, are usually not heavily damaged by a tornado. These structures will generally provide relatively safe areas during a tornado, providing students stay away from windows and doors. Safest areas are rooms on ground floor opposite to the approach direction of the tornado. Do not use elevators during severe storms or tornado warnings since electrical power may be disrupted.

### Inclement Weather

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

1. Cancellation or Delay of Classes - The decision to cancel or delay classes will be made by the President or a designee. If classes are delayed or canceled, the message will go to the radio and TV stations listed in this section by 6:00 a.m. No announcement of cancellation or delayed opening via the media by 7:00 a.m. will probably mean that classes will be held as

usual that day. (Sometimes, due to staff availability or changing weather conditions, there may be a delay in making announcements.)

<u>Station</u>	<u>Location</u>	<u>Frequency</u>
KLSS/ KRIB/KYTC	Mason City Mason City	106.1 FM, 1010 AM 1490 AM, 102.7 FM
KGLO/ KIA/FOX	Mason City Mason City	1300 AM 93.9 FM, 103.7 FM
KCMR	Mason City	97.9 FM
KCHA/ KWMM	Charles City Osage	96 FM, 1580 AM 92.7 FM
KLMJ	Hampton	104.9 FM
KIOW	Forest City	107.3 FM
KRIT	Clarion	96.9 FM
KUNY	Cedar Falls	91.5 FM
KAUS	Austin	100 FM, 1480 AM
KGLA	Algona	92.7 FM, 1600 AM
KIMT TV	Mason City	Channel 3
KAAL TV	Austin	Channel 6

2. Delay of Classes - Students and staff will report to the class normally scheduled for that period of the day and will complete the remainder of the schedule.
3. Community Education Centers - The Garner, Hampton, and Lake Mills Centers and classes are included in the general announcement unless specified differently. The Charles City Center is included in the general announcement of NIACC Mason City campus unless specified differently. The Charles City Center will remain open to serve community groups and receive phone messages even though day classes may be delayed or canceled. If weather conditions warrant, the NIACC Charles City Center may be closed by the President or his designee.
4. Early Dismissal of Classes - Should conditions develop during the day which would dictate that classes be dismissed early, the announcement of such dismissal will be circulated to the buildings by a member of the faculty or administrative staff. Students will not be used to circulate such information. The decision for early dismissal will be made by the President or his designee.
5. On-Campus Evening Classes - Any decision regarding on-campus evening classes (those starting after 6:00 p.m.) shall be made as early as possible with a target time of 3:00 p.m., and cancellation announcements will be given over area radio and TV listed above.

6. Off-Campus Evening Classes - If the class is held at a K-12 community school site, the decision is made by the local Superintendent of Schools with cancellation announcements initiated by him/her. If he/she closes the K-12 system, NIACC classes held in that community are likewise to be considered canceled.

7. Special Events and Auditorium Events - Such events will not be included in the general announcement issued by the College unless specified. Sponsoring organizations will be responsible for announcements of cancellations. EXCEPTION: If it is announced that the campus is closed, all activities are canceled.

### **Disposal Containers**

Needle disposal containers are located in the following men's and women's restrooms:

- Activity Center 100
- Activity Center East Hall
- Activity Center Training Room
- Conference Center 180
- McAllister Hall First Floor
- Administration Building
- Murphy Technology Center
- Residence Hall - Main Floor
- Charles City Campus