Student Handbook

Information about expectations for student conduct and other policy matters affecting students are described here. These policies are subject to review and change and their publication does not forfeit that right. For questions or concerns, please contact the Student Development Office located in the Pierce Administration Building, Room 104.

Mission

NIACC Student Development opens pathways for success by providing academic support, encouraging educational, career and life-long learning, and fostering personal and social growth, one student at a time.

Vision

NIACC Student Development empowers every student to dream, achieve, and contribute!

Values and Principles

Student Development is guided by the following:
- Integrity
- Empathy and understanding
- Empowerment
- Leading by example
- Professional skill and competence
- Responsibility
- Respect
- Trust

Consumer Information

North Iowa Area Community College is required by the Federal government, through the Higher Education Act of 1965, as amended, to provide all students with specified consumer information. Consumer information can be found in the Student Handbook and at [https://www.niacc.edu/about/consumer-information/](https://www.niacc.edu/about/consumer-information/). You may request a printed copy of NIACC policies/reports by contacting the Student Development office or the Financial Aid office.

State-Based Student Complaints Process

The Iowa College Student Aid Commission (the Commission) has overarching, statutory authority under Iowa Code Chapter 261b to determine the registration (i.e., licensure or authorization) status of postsecondary educational institutions that operate at a physical location within the State of Iowa or that offer distance education courses and programs to Iowa residents. In addition, the Commission administers provisions of Iowa’s student consumer protection laws in Iowa Code Section 714.18, 714.19, 714.23, 714.24 that address financial responsibility for certain educational institutions, and, for proprietary institutions, a tuition refund policy for withdrawn, students.

Persons who have questions about a postsecondary educational institution’s compliance with Iowa Code Chapter 261b, and Iowa Code Sections 714.18, 714.19, 714.23 and 714.24 should contact:

Iowa College Student Aid Commission
(877) 272-4456.

In addition, the Iowa College Student Aid Commission maintains a Constituent Request for Review process that meets the conditions of federal regulations in 34 CFR 600.9(a)(1). These regulations state that a postsecondary educational institution located in a State is legally authorized by the State, in part, if the State has a process to review and appropriate act on complaints concerning the institution. The commission accepts complaints from any student attending any postsecondary educational institution located in Iowa, and from any Iowa resident attending a postsecondary educational institution located in any other State.

A student may initiate the Constituent Request for Review process at: [https://www.iowacollegeaid.gov/StudentComplaintForm](https://www.iowacollegeaid.gov/StudentComplaintForm)
# STUDENT HANDBOOK

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ACADEMIC/DISCIPLINARY POLICIES

Academic Progress

(Note: In addition to this policy, students receiving financial aid are subject to the Financial Aid Satisfactory Academic Progress (SAP) Policy.)

North Iowa Area Community College requires all students to make satisfactory progress in order to remain in good standing. If a student fails to meet the standards of academic progress, the college intervenes in an effort to help by initiating academic warning, probation or suspension. Students bear primary responsibility for their own academic progress and for seeking assistance. On-campus services available to the student through the Student Development Office include: counseling—academic, personal, and career; tutoring; Supplemental Instruction; Student Support Services; Disability Services; and outside referrals to other services as needed.

Academic progress is assessed at the end of the fall and spring semesters.

Grade Point Average Requirement

All students are required to earn a specific minimum grade point average (GPA) according to the number of credits for which they have attempted, as reflected in the table below:

<table>
<thead>
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<th>Cumulative Registered Credits</th>
<th>Minimum Required GPA</th>
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<tbody>
<tr>
<td>0 - 15</td>
<td>1.50</td>
</tr>
<tr>
<td>16 - 30</td>
<td>1.70</td>
</tr>
<tr>
<td>31 or more</td>
<td>2.00</td>
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</table>

Academic Warning

After one semester of failing to earn the minimum required GPA, students will be placed on academic warning. Students will receive a message via MyNIACC regarding their academic warning status. Students are still eligible to enroll in classes while on academic warning status.

Academic Probation

Academic probation is a notice that a student’s academic record may be endangered. If a student currently on academic warning fails to earn the minimum GPA for his/her cumulative registered credits the next semester, he/she will be placed on academic probation. Students placed on academic probation will receive written notification. Students are still eligible to enroll in classes while on academic probation and are encouraged to work with a counselor/academic advisor to develop an Academic Success Plan.

Provisionary Review:

If at the end of the provisionary semester a student:

- Earns a cumulative GPA at or higher than the minimum required GPA, the student returns to good standing.
- Earns a semester GPA of 2.00 or higher, but does not meet the cumulative requirements, the student will continue on probation.
- Earns a semester GPA lower than 2.00 and a cumulative GPA lower than the minimum required GPA, the student is suspended.

The table below reflects the provisionary process:

<table>
<thead>
<tr>
<th>If your current probation is a result of:</th>
<th>You earn the following Term GPA the next semester:</th>
<th>And you earn the following cumulative GPA:</th>
<th>Your status for the next semester will be:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cumulative GPA</td>
<td>2.00 or higher</td>
<td>Minimum for credit</td>
<td>Good Standing</td>
</tr>
<tr>
<td>Cumulative GPA</td>
<td>2.00 or higher</td>
<td>Less than minimum for credit</td>
<td>Probation</td>
</tr>
<tr>
<td>Cumulative GPA</td>
<td>Less than 2.00</td>
<td>Less than minimum for credit</td>
<td>Suspension</td>
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Academic Suspension

Suspension occurs when a student is not eligible to enroll in classes as a result of not making academic progress for two or more consecutive semesters. Suspension begins for the semester immediately following the provisionary semester and extends for the fall/spring semester the first time and for a year if a second suspension occurs. Students placed on academic suspension will receive written notification. Suspended students are encouraged to use the period of suspension to consider the factors that have impeded their academic success and to plan their success strategies for the future.

Note: Students may also be suspended for disciplinary reasons and for failure to comply with the Student Code of Conduct (see pages 9 - 12).

How do I appeal my suspension? Should I appeal it?

Students are encouraged to appeal their suspension if it occurred because of unusual circumstances, such as injury, illness, death in the family, or other unexpected events. The appeal form is available in the Registrar’s Office. When completing the form, the appeal must clearly explain the circumstances that affected the student’s academic progress and should include supporting documentation when applicable. An approved appeal is effective for the semester for which it was granted. A student who is suspended from enrollment and from receiving financial aid must submit two separate appeals.

Getting Reinstated

A student may return to the college if his/her appeal has been approved or if the period of suspension has passed. A student reinstated for the semester will be considered to be on probation and his/her records will be reviewed at the end of the term. A student granted reinstatement must develop an
Academic Success Plan with a counselor before being allowed to enroll in the upcoming semester. To schedule an appointment, call (641) 422-4207 or stop by the Student Development Office in AB104.

**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 aid or athletic eligibility or transfer institutions. Such outside agencies may still consider the complete transcript, not just the “Fresh Start.”

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**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 Development 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, readdress 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, in writing, to the student and the Vice President for Academic Affairs by the Vice President for Student Services.

6. The Vice President for Academic Affairs shall review the decision and make one of the following decisions:

   a. Accept the Academic Appeals Committee’s decision.
   b. Request for the Academic Appeals Committee to reconsider its decision.

7. After the review, the decision of the Academic Appeals Committee will be rendered final.

**Composition of Academic Appeals Committee**

The committee shall consist of two full-time faculty members, one division chair, one Student Development 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.

**Formal Student Complaint Policy**

North Iowa Area Community College maintains a process to resolve student complaints/grievances and a Formal Complaint Log. The procedure for resolving a complaint/grievance includes the following steps:

1. Students with a complaint/grievance are encouraged to seek resolution informally by working directly with an instructor, counselor, advisor, immediate supervisor, or the individual involved. If unable to speak directly with the person involved, a student is encouraged to speak with a Division Chair or the Direct Supervisor of the involved party.

2. If the complaint/grievance is not resolved informally, the student with the issue may seek formal resolution by submitting the complaint/grievance in writing to the Vice President for Student Services.

3. The Vice President will review the complaint/grievance and meet individually to discuss with the appropriate parties. A meeting between all parties may be a part of the resolution process as warranted.

4. Within ten (10) school days of the formal complaint, the student will be given a resolution of the complaint/grievance.

5. In the event that the complaint cannot be satisfied through one of these avenues, the Iowa Student College Aid Commission is authorized to receive and review complaints from students. You may also contact the Iowa College Aid Commission to register your complaint: [https://www.iowacollegeaid.gov/sdrl-start](https://www.iowacollegeaid.gov/sdrl-start)

**International Student Policy**

North Iowa Area Community College follows the International Student Guidelines as set forth by the United States Government SEVIS program. The application requirements are:

1. Application for Admission [online form]
2. A $100 non-refundable application fee
3. Copy of Passport
4. A personal information form
5. An official high school transcript. If attended college, an official college transcript. All such transcripts must be translated and notarized if in other than the English language.
6. A bank statement showing sufficient funds to cover one year’s expenses AND an affidavit of support from a third party legally responsible for all payment.
7. Proof of English proficiency is required. See the information listed below.
8. Student Transfer form (completed ONLY by students transferring-in to NIACC from another high school or college/university in the US).
9. Complete the housing application online.

When all of the above items have been received, the student’s application will be evaluated. If granted admission, a Form I-20 will be sent for presentation to the American Consular Office at the time of visa (F-1 Student Visa) application and to Immigration upon arrival in the United States. NIACC reserves the right to determine if the applicant is a good fit for the institution based on the above information. For more information: [https://www.niacc.edu/admissions/international-students/](https://www.niacc.edu/admissions/international-students/)
International Students are required to enroll in health insurance through 1st Agency, Inc. upon enrollment in courses at North Iowa Area Community College. The Student Development Office Manager will enroll international students at the beginning of each semester. The insurance costs are added onto the fall and spring bills and are paid automatically through NIACC. NIACC’s 1st Agency Plan Summary and Claim Forms may be found at: http://www.1stagency.com/collegeList.php Students with personal insurance plans must provide proof of insurance prior to August 1, 2019 (fall semester) and January 1, 2020 (spring semester) to the Student Development Office Manager to possibly have this fee waived. Insurance plans/cards must show dates of service and coverage in United States.

English Proficiency Admission Requirements
Prospective students from one of the following countries, where English is the native language, are not required to submit proof of English proficiency: Austria, Canada, Commonwealth Caribbean countries (Anguilla, Antigua, the Bahamas, Barbados, Belize, British Virgin Islands, Bermuda, Cayman Islands, Dominica, Grenada, Guyana, Jamaica, Montserrat, Nigeria, St. Kitts and Nevis, St. Lucia, St. Vincent, Trinidad and Tobago, and Turks and Caicos Islands), Ireland, New Zealand, United Kingdom (England, Northern Ireland, Scotland, and Wales) and United States.

Students who have successfully completed the high school core requirements in or graduated from a high school where English is the primary language or who have completed 24 college/university credit hours in an English speaking country are also not required to submit proof of English proficiency.

For all other applicants: English Proficiency Requirements for Admission are either submission of TOEFL (Testing Out of English as a Foreign Language), IELTS (International English Language Testing System), EIKEN (Test in Practical English Proficiency—Japan), SEPT-SAKAE (English Proficiency Test—Japan), GTEC-CBT (Global Test of English Communication—Computer Based Test) or PTE Academic—Pearson Test of English Academic.

The following scores are required for full admittance:

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<th>Minimum Score</th>
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<td>TOEFL Internet-based test</td>
<td>60</td>
</tr>
<tr>
<td>TOEFL Paper-based test</td>
<td>490</td>
</tr>
<tr>
<td>IELTS test</td>
<td>5.5</td>
</tr>
<tr>
<td>EIKEN Grade</td>
<td>2A</td>
</tr>
<tr>
<td>SEPT-SAKAE Score</td>
<td>5</td>
</tr>
<tr>
<td>GTEC-CBT Score</td>
<td>975</td>
</tr>
<tr>
<td>PTE Academic</td>
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</tr>
</tbody>
</table>

European Union’s General Data Protection Regulation (GDPR)
Effective May 25, 2018, the European Union’s General Data Protection Regulation (GDPR) protects EU citizens from privacy and data breaches and applies to all institutions processing the personal data of EU residents, regardless of the institution's location. The GDPR treats personal data (which includes name, photo, and contact information) as private and requires specific contextual consent any time that information is used. GDPR also includes “the right to be forgotten”, whereby institutions must erase personal data, cease further dissemination of the data, and potentially halt third parties from processing the data.

Registered Sex Offenders
Any student/staff who wishes to know the names of enrolled students who may be on the Iowa sex offender’s registry should contact the Cerro Gordo County Sheriff, or refer to the website at www.iowasexoffender.com.

Sexual Misconduct and Non-Discrimination Policy

Statement of Institutional Values
Sexual misconduct of any form is a violation of a person’s rights, dignity and integrity. An act of sexual misconduct represents a fundamental failure by a community member to recognize and respect the intrinsic worth and dignity of another. Acts of sexual misconduct are harmful and illegal and will not be tolerated at NIACC. Such acts corrupt the integrity of the educational process, are contrary to the mission and values of the NIACC community and are against College policy.

All members of the NIACC community should be free from sexual misconduct in the classroom; the social, recreational and residential environment; and the workplace. The College seeks to foster a climate free from sexual misconduct through a coordinated education and awareness program, the promulgation of clear and effective policies, as well as investigative and grievance procedures that are prompt, equitable, and accessible to all. In response to any reported sexual misconduct, the College will take all appropriate steps to eliminate the misconduct, prevent its recurrence and address its effects.

In order to foster a climate of respect for oneself and for one another and provide for the safety and security of our community, the College expects all community members to take action to prevent acts of sexual misconduct. Creating a safe campus environment is the responsibility of all members of the College community, both individually and collectively.

In order to foster a climate that encourages reporting of sexual misconduct, the College will actively educate the community, respond to all allegations promptly, will provide interim measures to address safety and emotional well-being, and will act in a manner that recognizes the inherent dignity of the individuals involved.

In order to achieve equitable results, the College will carefully review and/or investigate all reports with an earnest intent to understand the perspective and experiences of each individual involved, and provide for fair and impartial evaluation and resolution.

Purpose of Policy
The purpose of this policy is to provide the NIACC community with a clear articulated set of behavioral standards, common understanding of definitions and key concepts, and descriptions of prohibited conduct. This policy applies to all community members, including students, faculty, and staff. It is intended to protect and guide students, faculty and staff who have been affected by sexual misconduct, whether as a Complainant, a Respondent, or a third party.

When used in this policy, a Complainant refers to the individual who believes to have been the subject of sexual misconduct. A Respondent refers to the individual who has been accused of sexual misconduct. A third party refers to any other participant in the process, including a witness to the incident or an individual who makes a report on behalf of someone else. A report refers to any incident or concern regarding sexual misconduct that is reported to the College. A complaint is an allegation of sexual misconduct filed against a faculty or staff member or student that initiates the appropriate disciplinary process.

In addition to defining sexual harassment and the forms of sexual misconduct that violate the standards of our community, this policy will also:

- Identify resources and support for all members of the NIACC community.
- Identify Title IX Coordinators.
• Provide information about where a College community member can obtain support or access resources in a confidential manner.
• Provide information about how a College community member can make a report.
• Provide information about how a report against a College community member will be investigated, evaluated and resolved.

Scope

As stated above, this policy applies to all members of the NIACC adverse impact on any member of the College community, including students, employees, visitors, and independent contractors. When used in this policy, employee generally refers to both staff and faculty members. Vendors, independent contractors, visitors, and others who conduct business with the College or on College property are also expected to comply with this policy.

All College community members are responsible for their actions and behavior, whether the conduct in question occurs on campus or in another location. Members of the NIACC community have a responsibility to adhere to College policies and local, state, and federal law.

As a result, this policy applies both to on-campus and off-campus conduct. In particular, off-campus behaviors that have an actual or potential adverse impact on any member of the College community or the College fall under this policy including events (athletic and otherwise) sponsored by the College.

Any individual may make a report alleging a violation of this policy. The College will provide resource options and respond promptly and equitably to all allegations of sexual misconduct.

The College will engage in a Title IX review throughout which it is committed to maintaining fairness for all parties and to balancing the needs and interests of the individuals involved with the safety of the community as a whole.

Coordination with Non-Discrimination Policy

The College recognizes that harassment related to an individual’s sex, sexual orientation, gender identity or gender expression can occur in conjunction with misconduct related to an individual’s race, color, ethnicity, national origin, religion, age, marital status, or disability. Targeting individuals on the basis of these characteristics is also a violation of the community standards. Under these circumstances, the College will coordinate the investigation and resolution efforts to address harassment related to the targeted individual’s sex, sexual orientation, gender identity or gender expression together with the conduct related to the targeted individual’s race, color, ethnicity, national origin, religion, age, marital status or disability.

Notice of Non-Discrimination

The College is committed to establishing and maintaining an environment free of all forms of harassment and discrimination for all College community members. The College does not discriminate on the basis of race, color, creed, national origin, age, marital status, sex (including pregnancy), sexual orientation, gender identity or expression, physical or mental disability, religion, veteran status, genetic information, or any other protected class.

The College does not discriminate on the basis of sex in its educational, extracurricular, athletic, or other programs or in the context of employment. Sexual misconduct, including sexual harassment as defined in this policy, is a form of sex discrimination that unjustly deprives a person of equal treatment. It is prohibited by Title IX of the Education Amendments of 1972, a federal law that provides that:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

This policy prohibits sexual misconduct against all NIACC community members of any gender or sexual orientation. This policy also prohibits gender-based harassment that does not involve conduct of a sexual nature.

College Statement on Privacy

The College is committed to maintaining the privacy of all individuals involved in the report of sexual misconduct. In any Title IX review of an allegation of sexual misconduct, every effort will be made to protect the privacy and interests of the individuals involved in a manner consistent with the need for a thorough review of the allegation. Such a review is essential to protecting the safety of the Complainant, the Respondent, and the broader campus community and to maintaining an environment free from sexual discrimination.

At all times, the privacy of the parties will be respected and safeguarded. Information related to a report of misconduct will be shared only with those College employees who “need to know” in order to assist in the investigation and/or resolution of the complaint. All College employees, who are involved in the Title IX review process, have received specific training regarding the safeguarding of private information. Students or employees wishing to obtain confidential assistance through on-campus or off-campus resources, without making a report to the College, may do so by speaking with professionals who are obligated by law to maintain confidentiality. These professionals are identified in the Resources section of this position. As a reminder, students may seek confidential assistance on campus through the Counseling Office. Employees may seek confidential assistance through the Employee Assistance Program. Community resources include Crisis Intervention, Prairie Ridge Integrated Healthcare, Parents United of North Central Iowa, and the Sexual Assault Center.

When the College has received a report of sexual misconduct, but the Complainant requests that his/her identity remain confidential or that the College not pursue an investigation, the College will balance this request with its responsibility to provide a safe and non-discriminatory environment for all College community members. The College will take all reasonable steps to investigate and respond to the Complainant consistent with the request for confidentiality or request not to pursue an investigation. At all times, the College will seek to respect the request of the Complainant, and where it cannot do so, the College will consult with the Complainant and keep him/her informed about the chosen course of action.

If a report of misconduct discloses an immediate threat to the College campus community, the College may issue a timely notice of the conduct to the community to protect the health or safety of the broader campus community. This notice will not contain any biographical or other identifying information. Immediately threatening circumstances include, but are not limited to, recently reported incidents of sexual misconduct that include the use of force, a weapon, or other circumstances that represent a serious and ongoing threat to College students, faculty, administrators, staff, or visitors. All resolution proceedings are conducted in compliance with the requirements of FERPA, the Clery Act, Title IX, and College policy. No information shall be released from such proceedings except as required or permitted by law or College policy.

Prohibited Conduct and Definitions

The College prohibits sexual misconduct. Sexual misconduct is a broad term that includes but is not limited to sexual harassment, sexual violence,
sexual exploitation, stalking, cyber-stalking, hazing, bullying and cyber-bullying, aiding or facilitating the commission of a violation, and retaliation.

NIACC prohibits supervisors and managers from dating or having any amorous or sexual relationship (consensual or otherwise) with a subordinate, including student employees. NIACC reserves the right to take whatever action is appropriate to protect the College’s interests in the event of a violation of this policy (including reassignment or dismissal of one or more employees involved).

Consistent with the values of an educational and employment environment free from harassment based on sex, the College also prohibits gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

Definition of Sexual Harassment
Sexual harassment is any unwelcome sexual advance, request for sexual favors, or other unwelcome verbal or physical conduct of a sexual nature when:

1. Submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of an individual’s employment, evaluation of academic work or participation in social or extracurricular activities.
2. Submission to or reject of such conduct by an individual is used as the basis for decisions affecting the individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance by creating an intimidating, hostile, humiliating, demeaning, or sexually offensive working, academic or social environment. The effect will be evaluated based on the perspective of a reasonable person in the position of a Complainant.

Forms of Sexual Harassment
Sexual harassment is prohibited. In some cases, sexual harassment is obvious and may involve an overt action, a threat or reprisal. In other cases, sexual harassment is subtle and indirect, with a coercive aspect that is unstated.

Sexual harassment can take many forms:
- It can occur between equals (student to student, faculty member to faculty member, visitor to staff) or between persons of unequal power status (i.e., supervisor to subordinate, faculty member to student, coach to student-athlete, student leader to first year student). Although sexual harassment often occurs in the context of an exploitation of power by the individual with the greater power, a person who appears to have less power in a relationship can also commit sexual harassment (i.e., student harassing faculty member).
- It can be committed by an individual or may be a result of the collective actions of an organization or group.
- It can be committed against an individual, an organization or a group.
- It can be committed by an acquaintance, a stranger, or someone with whom the Complainant has a personal, intimate or sexual relationship.
- It can occur by an individual of any sex, gender identity, gender expression or sexual orientation.
- It does NOT have to include intent to harm, be directed at a specific target, or involve repeated incidents.

Examples of behavior that might be considered misconduct include, but are not limited to:
- Unwanted or inappropriate sexual innuendo, propositions, sexual attention or suggestive comments and gestures; humor and jokes about sex or gender-specific traits; sexual slurs or derogatory language directed at another person’s sexuality or gender; insults and threats based on sex or gender; and other oral, written or electronic communications of a sexual nature that an individual communicates as unwanted and unwelcome.
- Written graffiti, social media postings, or the display or distribution of sexually explicit drawings, pictures, or written materials; sexually charged name-calling; sexual rumors or ratings of sexual activity/performance; the circulation, display, or creation of e-mails or websites of a sexual nature.
- Non-academic display or circulation of written materials or pictures degrading to an individual(s) or gender group (it is expected that instructors will offer appropriate warning regarding the introduction of explicit and triggering materials used in the classroom).
- Inappropriate or unwelcome physical contact or suggestive body language, such as touching, patting, pinching, hugging, kissing, or brushing against an individual’s body.
- Undue and unwanted attention, such as repeated inappropriate flirting, inappropriate or repetitive compliments about clothing or physical attributes, staring, or making sexually oriented gestures.
- Physical coercion or pressure of an individual to engage in sexual activity or punishment for a refusal to respond or comply with sexual advances.
- Change of academic or employment responsibilities (increase in difficulty or decrease of responsibility) based on sex, gender identity/express, or sexual orientation.
- Use of a position of power or authority to: (1) threaten or punish, either directly or by implication, for refusing to tolerate harassment, for refusing to submit to sexual activity, or for reporting harassment or (2) promise reward in return for sexual favors.
- Sexual assault.
- Abuse, disruptive or harassing behavior, verbal or physical, which endangers another’s mental or physical health, including but not limited to threats, acts of violence, or assault based on gender and/or in the context of intimate partner violence.
- Demeaning verbal or other expressive behavior of a sexual or gendered nature in instructional settings.
- Acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping. Harassment for exhibiting what is perceived as a stereotypical characteristic for one’s sex, or for failing to conform to stereotypical notions of masculinity and femininity, regardless of actual or perceived sexual orientation or gender identity of the harasser or target.

Additional Forms of Prohibited Sexual Misconduct
Sexual misconduct may vary in its severity and consists of a range of behaviors. The following descriptions represent sexual behaviors that violate NIACC’s community standards and a person’s rights, dignity, and integrity.

Sexual violence – Physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent. This includes rape, sexual assault, battery and sexual coercion. Sexual violence may involve individuals who are known to one another or have an intimate and/or sexual relationship, or may involve individuals not known to one another.

Sexual exploitation – An act or acts committed through non-consensual abuse or exploitation of another person’s sexuality for the purpose of sexual gratification, financial gain, personal benefit or advantage or any other non-legitimate purpose. The act or acts of sexual exploitation are prohibited even though the behavior does not constitute one of the other sexual misconduct offenses. Sexual exploitation may involve individuals who are known to one another, have an intimate or sexual relationship, and/or may involve individuals not known to one another.

Stalking – A course of conduct involving more than one instance of unwanted attention, harassment, physical or verbal contact, or any other
course of conduct directed at an individual that could be reasonably regarded as likely to harm or place that individual in fear of harm or injury, including physical, emotional, or psychological harm. This includes cyber-stalking, a particular form of stacking in which electronic media such as the internet, social networks, blogs, cell phones, texts or other similar devices or forms of contact are used to pursue, harass, or any unwelcome contact with another person. Stalking and cyber-stalking may involve individuals who are known to one another or have an intimate or sexual relationship, or may involve individuals not known to one another.

Statement on Consent, Coercion, Incapacitation, and Alcohol
Consent to engage in sexual activity must be knowing and voluntary. Consent to engage in sexual activity must exist from the beginning to end of each instance of sexual activity, and for each form of sexual contact. Consent to one form of sexual contact does not constitute consent to all forms of sexual contact.

Consent consists of an outward demonstration indicating that an individual has freely chosen to engage in sexual activity. Consent is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness to engage freely in sexual activity. Relying on non-verbal communication can lead to misunderstandings. Consent may not be inferred from silence, passivity, lack of resistance or lack of active response alone. A person who does not physically resist or verbally refuse sexual activity is not necessarily giving consent. In the absence of an outward demonstration, consent does not exist.

A current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent. Even in the context of a relationship, there must be mutually understandable communication that clearly indicates willingness to engage in sexual activity each time such activity occurs. Consent may be withdrawn by either party at any time. In the state of Iowa, consent may never be given by minors under the age of 16. Consent is not effective if it results from the use or threat of physical force, intimidation, or coercion, or any other factor that would eliminate an individual’s ability to exercise his or her own free will to choose whether or not to have sexual contact.

An individual who is incapacitated is not able to make rational, reasonable judgements and therefore is incapable of giving consent. Incapacitation is the ability, temporarily or permanently, to give consent, because the individual is mentally and/or physically helpless due to drug or alcohol consumption, either voluntarily or involuntarily, or the individual is unconscious, asleep or otherwise unaware that the sexual activity is occurring. Where alcohol is involved, incapacitation is a state beyond drunkenness or intoxication.

Bystander Intervention
The College expects all community members to take reasonable and prudent actions to prevent or stop an act of sexual misconduct. Taking action may include intervention, calling law enforcement, or seeking assistance from person in authority. Community members who choose to exercise this positive moral obligation will be supported by the College and protected from retaliation.

Statement against Retaliation
It is a violation of College policy to retaliate in any way against an individual or group because the individual or group of individuals reported an allegation of sexual misconduct.

The College recognizes that retaliation can take many forms, may be committed by an individual or a group against an individual or a group, and that a Respondent can also be the subject of retaliation by the Complainant or a third party. The College will take immediate and responsive action to any report of retaliation and may pursue disciplinary action as appropriate. An individual reporting sexual misconduct is entitled to protection from any form of retaliation following a report that is made in good faith, even if the report is later not proven.

Disciplinary Action
The College reserves the right to take whatever measure it deems necessary in response to a complaint of harassment or violence by a student, faculty member, staff member, administrator, or other College employee because of sex, sexual orientation, or gender identity. Such measures for employees include discipline up to and including termination of employment and for students include, but are not limited to modification of on-campus housing arrangements, probation, and interim suspension from campus pending a decision, and expulsion. Not all forms of sexual harassment and/or sexual violence will be deemed to be equally serious offenses and the College reserves the right to impose different sanctions, ranging from verbal warning to expulsion of enrollment or to termination of employment, depending on the severity of the offense. Title IX requires notification be made to Dr. Shelly Schmit, Title IX Coordinator of the resolution of any potential sexual harassment and/or sexual violence issues.

The individual, in accordance with College policy, may appeal any disciplinary action resulting from this procedure.

Resources

Off Campus Contacts

- Crisis Intervention Services 641-424-9133
- Domestic Violence Hotline 1-800-799-7233 or 1-800-787-3224
- Iowa Sexual Abuse Hotline 1-800-284-7821
- National Child Abuse Hotline 1-800-422-4453
- Parents United of North Central Iowa 641-424-5232
- Prairie Ridge Integrated Behavioral Healthcare 641-424-2391
- Sexual Assault Center 641-422-7433
- Sexually Transmitted Diseases Hotline 1-800-227-8922

On Campus Contacts (Title IX Coordinators)

Students
Bridgett Elliott Golman, Vice President for Student Services, 641-422-4104
Student Development Office, 641-422-4208

Staff
Dr. Shelly Schmit, Vice President for Organizational Development and Human Resources, 641-422-4211

Reporting
All College employees, including faculty, staff, and administrators, student employees who have a responsibility for student welfare are required to share with a Title IX Coordinator any report of sexual misconduct they receive or of which they have become aware.

Grievance Procedure

Any person who believes they have been subjected to discrimination, harassment (including sexual harassment, sexual violence, sexual misconduct, domestic violence, dating violence, or stalking), bullying or retaliation may report the behavior to the Title IX Coordinator for the purpose of obtaining a prompt and equitable resolution.

A complainant may submit a written grievance to a Title IX Coordinator with MyNIACC under Forms (Etrieve).

Individuals additionally always have the right to file a formal complaint with:
Iowa Civil Rights Commission in Des Moines, IA by calling 515-281-4121 or 1-800-457-4416
or
Office for Civil Rights (Midwestern Division), US Department of Education in Chicago, IL by calling 312-730-1560 or via email to OCR.Chicago@ed.gov.

Complaint Procedure

PROCEDURE FOR RESOLUTION OF DISCRIMINATION COMPLAINTS

Types of Complaints

These procedures specify the requirements for resolving any complaint by a student, prospective student, prospective employee, or any other interested person who believes that he or she has been subjected to discrimination on the basis of sex; race; age; color; creed; national origin; religion; disability; sexual orientation; gender identity; genetic information; political affiliation or actual or potential parental, family, or marital status in its programs, activities, or employment practices, shall have the right to file a formal complaint. Veteran status is also included to the extent covered by law.

Jurisdiction

These procedures apply to the administration of the College’s, employment practices, educational programs, and activities, including recruitment, admission, counseling and guidance, program selection and placement.

If conducting business or participating in training at other educational organizations or training sites, a complainant may choose to first utilize and exhaust the complaint/grievance procedure of the educational organization or training site before filing a complaint under Section IV with the College. Employees or students may elect to file their complaints initially, or if resolved unsatisfactorily, in accordance with section IV.

Confidentiality

The identity of any person who has furnished information relating to, or assisted in, an investigation of a complaint shall be kept confidential to the extent possible, consistent with due process and a fair determination of the issues.

Anti-Retaliation

No individual will be discharged or discriminated against in any manner because the individual filed a complaint or has testified in any proceeding or investigation relating to the College.

Procedure

A. Informal Complaint

Complainants should contact Dr. Shelly Schmit at 641-422-4211 to lodged an informal complaint. A staff person will be assigned to hear the complaint and assist in the resolution of the concern. Lodging an informal complaint is voluntary on the part of the complainant and does not replace or eliminate the right to file a formal complaint.

B. Formal Complaint

1. Written Complaint

If a complainant is dissatisfied with the resolution of an informal complaint or wishes to proceed to filing a formal written complaint, the complainant may obtain a Discrimination/Harassment Complaint Form from Dr. Shelly Schmit in the Human Resource Office or Bridgett Elliott Golman in the Student Development Office. A Discrimination/Harassment Complaint Form must be completed in order to initiate a formal investigation. The completed Discrimination/Harassment Complaint Form should be submitted to the Equity Coordinator or a Title IX Coordinator.

Upon receipt of a complaint alleging discrimination, a notice of the complaint will be prepared and sent to the person(s) named in the complaint and to the President of the College containing:

a) The identity of the complainant (unless a request to remain confidential is being honored);

b) The dates of the alleged offenses;

c) A copy of the Discrimination/Harassment Complaint Form or relevant summary of the allegations.

2. Investigation

The Equity Coordinator or applicable Title IX Coordinator will assign an investigator/complaint officer to investigate the complaint. During the investigation:

a) The Investigator will interview the complainant and any named person(s). In so doing, each person will be permitted to present their version of events, provide any supporting evidence, and identify witnesses to the investigator.

b) During interviews, a person may be accompanied by a silent representative/support person. The silent representative or support person will be not be allowed to provide information to the investigator or ask questions of the party during the interview process.

c) The Investigator will interview all identified witnesses, absent a compelling reason why such an interview cannot take place.

The Investigator will, based on the information gathered in the investigation, determine based on a preponderance of the evidence whether the alleged discrimination occurred in violation of College policy. The Investigator will provide a Resolution Decision to the complainant and any named person(s) which states the Investigator’s finding of whether the alleged discrimination occurred, any individual remedies to the complainant, and a description of the appeal process. If the Investigator determines a named person(s) should receive additional sanctions, that person will receive notice of the sanctions.

Resolution Decisions should be provided to the parties within thirty (30) working days of the filing of the complaint, but may be longer for good cause. In no event shall the Resolution Decision be delivered later than ninety (90) working days of the date the complaint was filed.

C. Appeal to President

If the complainant, or a person complained against, is not satisfied with the resolution, an appeal may be made to the President. To file an appeal, a written request must be submitted to the President within ten (10) working days of receipt of the Resolution Decision. The President or President’s designee will review the case and the Investigator’s file, and render an Appeal Resolution Notice.

Appeal Resolution Notices should be provided to the parties within thirty (30) working days of the filing of the appeal, but may be longer for good cause. In no event shall the Appeal Resolution Notice be delivered later than ninety (90) working days of the date the Appeal was filed.

D. Resolution/Sanctions
Resolutions of discrimination complaints may include a broad range of remedies to eliminate and/or remediate instances of discrimination, and will be decided on a case-by-case basis. Remedies could include reversal of academic or employment decisions, or providing accommodations to the complainant such as counseling, alternative living, working, and transportation arrangements and academic accommodations. Remedies may also include sanctions against individuals who engaged in discrimination, ranging from warnings to expulsion/termination of employment.

Individuals with disabilities will be furnished appropriate auxiliary aids or services necessary to ensure that communications are effective through this procedure. Persons not familiar with English shall be provided with a written or oral translation into the language understood by them. Persons may request additional assistance and shall be advised of each right to the satisfaction of the person’s understanding.

Inquiries about the complaint procedure may be directed to Shelly Schmit, Equity Coordinator, North Iowa Area Community College, 500 College Drive, Mason City, Iowa 50401, telephone 641-422-4211, e-mail Shelly.Schmit@niacc.edu

**Title IX Review**

The President of the College has appointed Dr. Shelly Schmit to serve as the Title IX Coordinator. In her role as Title IX Coordinator, Dr. Schmit oversees the College’s centralized review, investigation and resolution process for reports of sexual misconduct. She also coordinates the College’s compliance with Title IX. Dr. Shelly Schmit is supported by Bridgett Elliott Golman who serves as the Title IX Coordinator for the student population. Each is knowledgeable and trained in state and federal laws that apply to matters of sexual harassment as well as College policy and procedure.

The duties of the Title IX Coordinators include training, education, and climate checks as well as the oversight of procedures that promptly and equitably eliminate sexual harassment, prevent its recurrence and address its effects on individuals and our community. In addition, they will:

- Oversee the investigation and resolution of all reports of sexual misconduct.
- Meet with any individual, whether a Complainant, a Respondent, or a third party, to discuss interim measures, resources, and procedural options on and off campus.
- Ensure prompt and equitable resolutions that comply with all requirements and timeframes specified in the complaint procedures.

The Title IX Coordinator will coordinate the gathering of information from the Complainant, the Respondent, and any other individuals who may have relevant information. In gathering such information, the Coordinator will comply with applicable laws and NIACC policies. The investigation will be thorough, impartial, and fair, and all individuals will be treated with appropriate sensitivity and respect. Information gathered during the investigation will be used to evaluate the responsibility of the Respondent, provide for the safety of the individual and the College campus community, and impose remedies as necessary to address the effects of the alleged conduct. An investigative report will serve as the foundation for all related resolution processes. Both the Respondent and Complainant will be notified in writing of the outcome of the complaint.

The investigation and resolution of all reports will generally be completed within 60 to 90 days. Extenuating circumstances including the complexity and severity of a complaint may arise that require the complaint process to extend beyond 60 to 90 days. In the event that the investigation and resolution exceed this time frame, the College will notify all parties of the need for additional time and best efforts will be made to complete the process in a timely manner.

**Student Code of Conduct**

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:

- "Student Intervention Team" means a group which confers weekly to address student issues and behavioral concerns.
- "Class day" means a day on which classes are regularly scheduled.
- "College property" or "College facilities" means property, real or personal, owned, leased, controlled, or managed by the college.
- "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.
- "President" means the President of the College.
- "Faculty" means instructional employees.
- "Major violation" means one which can result in suspension or expulsion from the College or denial of degree.
- "Minor violation" means one which can result in any disciplinary action other than suspension or expulsion from the College or denial of degree.
- "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.
- "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 $25 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. Any acts of academic dishonesty or cheating—each student assumes an obligation to conduct his/her academic affairs in a manner compatible with the standards of academic honesty established by the College and its faculty. If this obligation is not met by the student, disciplinary action will be taken as outlined in the syllabus or the student disciplinary policy shown below. The following statements identify the types of activities that would constitute violations of the College’s standards of academic honesty.
      1. Turning in written essays, assignments, and other course work produced by someone else and claiming it as your own.
      2. Collaborating on a written assignment without the specific approval of the instructor.
      3. Borrowing materials from any source and turning it in as original work.
      4. Failure to acknowledge through appropriate citations any words, ideas, research, graphics, etc., produced by someone other than the person claiming authorship.
      5. Copying from another person’s tests, quizzes, or assignments.
      6. Using unauthorized test aids such as notes, drawings, books, etc. during an exam.
      7. Aiding another student in dishonesty such as producing written work or sharing information during a test/quiz.
      8. Fabricating research or source materials.
      9. Stealing, buying, or somehow obtaining a test/quiz from an instructor’s work area or computer files.
   b. Knowingly furnishing false information to the College, forgery, alteration, or misuse of College documents or records.
   c. Possession or consumption of an alcoholic beverage on College property or while representing the College as a part of an off campus function. When college-sponsored events take place in states or countries where more lenient laws exist, the legal age shall be defined at 21. College sponsors of off-campus events have the right to develop and enforce more stringent rules (such as no alcohol).
   d. Illegal possession, sale or use of a controlled substance (illegal drugs) or of prescription drugs upon College property.
   e. 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. Disorderly conduct includes the following:
      1. Fighting or violent behavior in or at College functions.
      2. Loud and raucous noise in the vicinity of college functions which causes unreasonable distress to the occupants or participants thereof.
      3. Abusive epithets and/or threatening gestures directed at another individual to provoke a violent reaction.
      4. Disruption of a lawful assembly or meeting.
      5. Obstruction of College premises or any access to College premises with the intent to prevent or hinder its lawful use by others including premises where any College function is held.
      6. Lewd, indecent or obscene conduct.
   f. Theft, burglary, breaking and entering, 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 on campus or at any College sponsored or supervised function.
   g. Threatening, harassing, physically abusing, racial or ethnic slurs, or endangering in any manner the physical or mental health and safety of any person on campus or at any college-sponsored or supervised function. Includes stalking and/or assault.
   h. Committing any act of sexual battery (including dating/domestic violence), sexual assault, or rape as defined by state law.
   i. Weapons are not permitted on any property of North Iowa Area Community College. Any object which could be used or perceived to injure another person will be considered a weapon. Without limiting the examples of definition, this includes knives of all types, guns, replicas of weapons, ammunition, lead pipes, blackjacks, nun chucks, throwing stars, metal knuckles, chains, explosives, or dangerous chemicals. Exception: A non-projectile Taser is permitted to be carried on campus for protection only.
   j. Inappropriate use of social media and/or the College Technology policy (see policy located in the Student Handbook).
   k. Trespassing on any land, dwelling, building, conveyance, vehicle or other structure used by the College after being notified or requested to abstain from entering or to vacate the area by a College authority.
   l. Failure to comply with a proper order or summons by an identified college official who is acting with the scope of his/her authority or office.

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.
   b. Presentation or delivery of any check, draft, or order to the College with intent to defraud.

F. Actions committed off campus subject to disciplinary action  
   While the conduct of students on campus is of concern to the academic Community, student actions off campus may also negatively affect the security of the community and/or the integrity of the educational process. While all illegal conduct by students is abhorrent to the College, the ability to gather evidence limits the institution from pursuing most violations occurring off campus. However, the following actions committed off campus are subject to disciplinary action if a student has been charged and/or convicted of the offense in a court of law. The Student Intervention Team representing the College, must decide if the violation poses a clear threat to the mission of the College or to the health and safety of its members.
   a. Illegal sale, distribution, or manufacture of drugs
   b. Physical assault, battery, and endangerment
   c. Murder
   d. Arson
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 conferring with the Student Intervention Team, the Vice President shall either:
      1. Dismiss the allegation as unfounded, either before or after conferring with the student;
      2. Render the consequences for the violation.
   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 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.

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/her rights as set forth in this code.
   b. If a student accepts administrative disposition, the student will be given a letter stating the following:
      1. The nature of the violation.
      2. The penalty that is given and the implications.
      3. Note: Upon receipt of this letter, the student waives his/her right to appeal.
   c. A student may refuse administrative disposition of the alleged violation, and upon refusal, is entitled to a hearing before the Student Intervention Team (SIT). SIT meets weekly and the student must plan to attend the next meeting following refusal of disciplinary consequences. The judgement of the committee is final for all consequences not resulting in expulsion from classes or campus.
   d. If the student is expelled from classes and/or campus, he/she 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. If a student appeals the decision, the Vice President shall prepare a written summary of each administrative disposition and mail the document to the student, as well as, give the document to the chair of the SCC.

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 present evidence to support an allegation of a violation.

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. If under age 18, (or still in high school) to the presence of his/her parents and/or legal guardian;
      3. To have access to written statements from witnesses against the student;
      4. To have the committee meet with the witnesses separately from the student to address additional issues from the student;
      5. To require written evidence possessed by the College.
   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 Student Conduct Committee shall provide minutes from the meeting to the Vice President for Student Services and to the student, upon request.

3. Preliminary Matters
   a. Alleged violations arising out of the same transaction or occurrence, against more than one student, will be held separately for each student.
   b. At least three class days before the hearing date, the student shall, in writing, furnish the SCC with any information which would assist in reaching a change of the violation.
   c. When the hearing is held, by consent of the student, less than e. Sexual Assault and/or rape and harassment

G. Complaints involving sexual misconduct
Complaints involving sexual misconduct, including sexual assault, battery, or rape, shall be filed with the Title IX Coordinator, pursuant to the College’s Sexual Harassment Policy. The Vice President for Student Services and/or designated personnel shall investigate allegations of sexual misconduct. Following the investigation, there will be a determination whether there are sufficient grounds to believe a violation of the Student Code of Conduct occurred.
five days after service of notice or for other good cause, the student may submit the information described in paragraph b. (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. The student may request one additional person to attend in support of the student. The additional person is to provide support only and cannot answer or talk for the student.

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/her 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 shall 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 proven 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, and any other materials collected and considered by the committee including the committee’s written findings, decisions, and determinations.

b. If notice of appeal is timely given as hereinafter provided, the chairperson of the SCC shall deliver the record to the President of the College and the Vice President for Academic Affairs with a copy to the Vice President for Student Services after the decision is rendered.

C. Administrative Review

1. The President shall review the decision and make one of the following decisions:
   a. Accept the Student Conduct Committee decision.
   b. Request for the Student Conduct Committee to reconsider its decision.

2. The Administrative Review is the final decision of the violation.

IV. Penalties. The Vice President for Student Services, with the advisement from the Student Intervention Team 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 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 of the College, and from registering, either for credit or for non-credit, for scholastic work at or through the College.

K. **Campus Community Service** - imposed as a consequence of found violation; may vary in length and time committed. Must be completed in the semester in which the violation is accrued.

L. **Educational Sanctions** - imposed as a consequence of found violation; may include mandatory meetings with the Student Conduct Liaison, required assessments (on or off campus), educational videos with summary papers, and/or other sources of an educational matter.

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.

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### 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 and students 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 email 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 - will 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 the 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 music, video, audio, or software, or use of illegally obtained software, or gathering or distribution of illegally obtained copyrighted digital materials. Using College equipment for any of these purposes 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.

**Sharing Copyrighted Materials**

Distributing copyrighted songs and/or movies without permission is a violation of the Federal copyright laws. 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. NIACC will cooperate with any criminal investigation regarding these matters. According to copyright laws, you do not need to be making a profit to be prosecuted for distributing copyrighted materials such as music, movie, and software files.

#### 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. Through the Internet, individuals can access computers and 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 user's 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 at any point along the 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 an opportunity for NIACC to have a presence in the Internet community for public relations, to provide information, and for educational purposes. NIACC’s website represents the College’s programs, policies, and image to the world. Development of web 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.

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, downloading, or transferring of copyrighted music, video, audio, software (including operating systems, applications and games, databases, or code) or other licensed or copyrighted material.

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.

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.

Student Printing
Student accounts are allocated 400 printed pages per semester (200 for summer term). When the student reaches the ‘warning threshold’, the student will receive an ‘early warning’ email message. When the student reaches the defined printing quota:

- Printing privileges for the student will be automatically suspended.
- A report of their print activities will be created and analyzed by Technology Services.
- The student will meet face to face with the Vice President for Student Services (or the designee) to discuss the student’s printing patterns as it relates to NIACC’s acceptable use policies and identify academic requirements that may have resulted in these the printing levels.
- After that meeting takes place and the Vice President for Student Services (or the designee) is comfortable with the information provided and no abuse has taken place, Technology Services will be notified to increase the student’s quota incrementally by 100 pages.

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.

College-Sponsored Trips Policy
All college sponsored trips related to classroom instruction shall require approval by the division head; other extra-curricular trips shall be approved by the related administrative area.

The sponsoring staff member shall ensure that all reasonable precaution is taken for the protection of students and staff. The staff member will provide the list of students, staff, and the itinerary to the Vice President for Student Services. Each student must sign a Waiver of Liability Form (Ettrieve) which are submitted electronically to the Student Services Office Manager or, if for an athletic event, to the Athletic Director before leaving campus.

The link to the Waiver of Liability Form can be found on MyNIACC under “Forms” located on the right-hand side of the web part. Students submit the form, which is then forwarded to the sponsor of the event (as indicated on the form). The sponsor then approves or declines the form. If the form is approved, it is forwarded to Student Services.

Attendance at co-curricular functions is encouraged by the faculty and administration. The student will be allowed an absence from class attendance, but not necessarily from the gradable work missed during the absence. Faculty should be as cooperative as possible in helping the excused student to complete missed work within a given time frame. The student requiring the absence from classes will notify the instructor at least one day prior to the time of the absence, preferably at the class meeting before the planned absence.

This policy acknowledges that certain programs/classes have attendance...
requirements based on actual hours of attendance needed for certification/licensure. This college wide attendance policy does not supersede the program/class requirements. The syllabus shall reflect the attendance requirements of said programs/classes. The student should discuss the syllabus expectations with the instructor prior to missing a class. [Note: high school students enrolled in a college course, are held to the college policy. Individual arrangements on a case by case basis will need to be arranged in advance for high-school sponsored events.]

NIACC Student Driver Policy

College vehicles are not to be driven by students unless doing so as a North Iowa Area Community College employee or accompanied by an authorized faculty or staff member, and have met the College driving requirements and received authorization to drive.

The following are circumstances whereby a student may be authorized to drive a College vehicle:

1. **Class Field Trips** - A student may drive the College vehicle if an authorized faculty or staff member is in the vehicle. This is primarily intended to prevent driver fatigue on long trips. It is recommended that drivers rotate every 2 hours. Due to limited number of faculty or staff, students may drive unaccompanied with another vehicle in which a faculty or staff member is driving.

2. **Summer Field Camps** - These are considered class field trips of a longer duration. It is sometimes necessary, due to logistics and/or the limited number of faculty or staff members, that a student be allowed to drive unaccompanied. The frequency and duration of these times will be held to a minimum.

3. **Special Programs Benefitting the College** - A program that involves students who are performing a specific assignment; i.e. recruitment of prospective students, tour guides, etc. may be authorized to drive unaccompanied as a special circumstance.

4. **Student Employee of North Iowa Area Community College** - For purposes of this policy, students on the College payroll are classified as casual hourly employees. They will be subject to all reviews and requirements of this policy.

5. **Special Vehicle Needs** - Student organizations needing vehicles to pull trailers may use the large 9-passenger vans if they obtain the proper licensing required for that particular vehicle.

If student-owned cars or College owned vehicles with a student driver is planned, the Student Driver portion of the Waiver of Liability form must be submitted to the Student Services Office Manager prior to the trip.

The link to the Waiver of Liability form can be found on MyNIACC under “Forms” located on the right-hand side of the web part. Students submit the form, which is then forwarded to the sponsor of the event (as indicated on the form). The sponsor then approves or declines the form. If the form is approved, it is forwarded to Student Services.

National studies show that young drivers, ages 16 to 25, are subject to a significantly higher rate of accidents than other age groups. It is the College’s desire to limit the exposure of both the student to injury and the College to liability when College vehicles are involved.

A student driver is required to have a valid and current U.S. operator’s license.

COLLEGE SERVICES

NIACC BookZone

Textbooks and class supplies may be ordered or purchased from the NIACC Book Zone located in the Activity Center. The Book Zone can be reached by calling 641-422-4500. Students can also visit the BookZone website at www.niaccbookzone.com for further information.

**Regular Fall Hours**

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

**Extended Fall Hours**

<table>
<thead>
<tr>
<th>August 19 - 23, 2019</th>
<th>8:30 a.m. - 4:00 p.m.</th>
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<tbody>
<tr>
<td>August 24, 2019 - Move-in Weekend</td>
<td>10:00 a.m. - 3:00 p.m.</td>
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<tr>
<td>August 26 - 29, 2019</td>
<td>7:45 a.m. - 6:00 p.m.</td>
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<tr>
<td>August 30, 2019</td>
<td>7:45 a.m. - 3:00 p.m.</td>
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<tr>
<td>September 2, 2019 - Labor Day</td>
<td>CLOSED</td>
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<tr>
<td>September 3, 2019</td>
<td>8:30 a.m. - 4:00 p.m.</td>
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**Student Interim Break Hours**

| December 16, 2019 - January 1, 2020 | CLOSED |

**Regular Spring Hours**

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

**Extended Spring Hours**

| January 6 - 10, 2020 | 8:30 a.m. - 4:00 p.m. |
| January 13- 16, 2020 | 7:45 a.m. - 6:00 p.m. |
| January 17, 2020 | 7:45 a.m. - 3:00 p.m. |
| January 20, 2020 - Martin Luther King Day | CLOSED |
| January 21, 2020 | 8:30 a.m. - 4:00 p.m. |
| March 9 - 13, 2020 - Spring Break | CLOSED |

**Regular Summer Hours**

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

**Summer Holidays/Closures**

| May 25, 2020 - Memorial Day | CLOSED |
| June 29-30, 2020 - Inventory | CLOSED |
| July 3, 2020 - 4th of July Holiday | CLOSED |

The Bookstore is closed on holidays and weekends.
Textbook Return Policy
Be sure to keep your NIACC BookZone receipt. Observe the Return 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 BookZone 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.

Bus Service

Mason City
City bus service is available between the campus and Mason City, Monday through Friday. The NIACC route is available at :12 and :42 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.

College Operating Hours

General
Buildings are open to normal student traffic:

Monday-Thursday .............................................. 7:30 a.m. - 9:00 p.m.
Friday ............................................................... 7:30 a.m. - 4:15 p.m.

Administrative Office Hours

Monday-Thursday .............................................. 7:45 a.m. - 5:00 p.m.
Friday ............................................................... 7:45 a.m. - 4:15 p.m.

Admissions Office Hours

Monday-Thursday .............................................. 8:00 a.m. - 5:00 p.m.
Friday ............................................................... 8:00 a.m. - 4:30 p.m.
  Contact the Admissions office to schedule an evening appointment at 641-422-4245.

Athletic Office Hours

Monday-Friday ..................................................... 8:00 a.m. - 5:00 p.m.

Business Office

Monday-Thursday .............................................. 7:45 a.m. - 5:00 p.m.
Friday ............................................................... 7:45 a.m. - 4:15 p.m.

Summer Hours

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.

Financial Aid Office Hours

Monday - Friday .................................................. 7:45 am - 4:15 p.m.
  Contact the Financial Aid office to schedule an evening appointment at 641-422-4168.

Records Office Hours

Monday - Thursday .............................................. 7:45 a.m. - 5:00 p.m.
Friday ............................................................... 7:45 a.m. - 4:15 p.m.

Recreation Center Hours

Monday-Thursday .............................................. 6:00 a.m. - 10:00 p.m.
Friday ............................................................... 6:00 a.m. - 6:00 p.m.

Saturday .............................................................. 12:00 p.m. - 5:00 p.m.
Sunday .............................................................. 12:00 p.m. - 10:00 p.m.

Summer Hours

Monday - Friday .................................................. 6:00 a.m. - 6:00 p.m.

Student Development / Counseling Office Hours

Monday - Thursday .............................................. 8:00 am - 6:30 p.m.
Friday ............................................................... 8:00 am - 4:30 p.m.
  Contact the Counseling office to schedule an evening appointment at 641-422-4207.

Testing Center Hours

Contact the Student Learning Center at 641-422-4266 or at www.niacc.edu/learningsupport.

Food Court Hours

Academic Year

Monday - Thursday .............................................. 7:00 a.m. - 1:30 p.m.
Friday ............................................................... 7:00 a.m. - 1:00 p.m.

Closed

Spring Break week, Christmas-New Year, and campus closings.

Library

The NIACC library provides access to information resources and services that support the success of our community. The library is open 58 hours a week, and is staffed by a professional librarian and three library assistants, as well as student workers. The librarian offers a variety of services and support materials to student researchers, including video tutorials on request, one-shot group instruction sessions, and consultation in curriculum and assignment development and revision. A series of streaming videos on library use and research skills are linked on the library website. The NIACC OneCard is required to check out materials from the library. The NIACC library is connected to thousands of libraries across the country allowing you to borrow materials via the interlibrary loan request form on the website. Other services include photocopying photocopier, fax service, and group study rooms.

The physical collection includes a wide variety of books, media, and periodicals. Over fifty databases, offering full-text journal articles, streaming video, and electronic books, are searchable through the library’s web page. Students in online or face to face courses can access library resources on campus or online, and all members of the NIACC community can contact the librarian via email, Twitter and the website, as well as staying connected via the library’s Facebook and Instagram pages.

The library’s Café Bean provides a casual atmosphere in the library where students can meet and relax with coffee. A wireless hub is available for students wishing to use their laptops. The Writer’s Workbench Computer Lab is also located in the library, with 30 computers available and staff who work with students developing their writing skills.

Library Hours

Fall and Spring Semesters

Monday - Thursday .............................................. 7:30 am - 8:00 p.m.
Friday ............................................................... 7:30 am - 4:00 p.m.
  Closed Weekends and Holidays

May Term

Monday - Friday .................................................. 7:30 am - 4:00 p.m.
  Closed Weekends and Holidays
June Term
Monday - Thursday ...............................................7:30 a.m. - 6:00 p.m.
Friday .................................................................7:30 a.m. - 4:00 p.m.
Closed Weekends and Holidays

Breaks
Monday - Friday ....................................................7:30 a.m. - 4:00 p.m.
Closed Weekends

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 an alarm to sound. Occasionally there will be a false alarm with
the system. When that happens, please go to the circulation desk.

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.

NIACC OneCard
Your NIACC OneCard must be presented to the desk attendant each time
you check out any library materials. IMPORTANT: YOU ARE
RESPONSIBLE FOR ALL MATERIAL CHECKED OUT ON YOUR NIACC
OneCard.

OVERDUES AND LOST MATERIALS MUST BE RETURNED AND/OR
PAID FOR 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 atrium.

NIACC OneCard
The NIACC OneCard is your student ID card. It's your access to materials in
the library, to the testing center, to sports events, and to any occasion giving
student discounts. If you live in the Suites at the NIACC Campus View
Housing Complex, it is also your key for the building and your room. In
addition, the NIACC OneCard can be used as a declining-balance card. You
may put money into your school account to be used on campus at the
BookZone, NIACC Food Service, campus C-store, or events requiring ticket
purchases. It truly is the only card needed on campus. (Note: In the event of
loss of the OneCard, a $25 replacement fee will be charged.)

Technical Support
The help desk is designed as the first stop for issues or questions related to
the technical capabilities and services provided by the College.

The help desk can be contacted in a number of ways: by phone, by e-mail,
or by web form. For urgent issues, contact the help desk by phone at 641-
422-4357; for less urgent issues, the help desk is available via e-mail
(helpdesk@niacc.edu).

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

Emergency Policy

An ambulance will be called in any situation in which a student is
unresponsive or incoherent for any length of time on college property or if
attending staff/faculty warrant the necessity of such services. For all other
health related issues, a referral will be made to a local medical facility when a
student requires immediate medical attention. The student and/or parent will
be responsible for the payment of such services.

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. At the sound of the fire alarm, 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.

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 122 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. To receive notification as a text message on your cell phone, please log on to the NIACC home page at www.niacc.edu/about/campus-safety/niaccalerts. There is no cost to enroll and you will receive weather and emergency related notifications on your cell phone and as an e-mail. A notification will also be posted on MyNIACC under NIACC Alerts.

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.)

<table>
<thead>
<tr>
<th>Station</th>
<th>Location</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>KLMJ</td>
<td>Hampton</td>
<td>104.9 FM</td>
</tr>
<tr>
<td>KIOW</td>
<td>Forest City</td>
<td>107.3 FM</td>
</tr>
<tr>
<td>KIMT TV</td>
<td>Mason City</td>
<td>Channel 3</td>
</tr>
<tr>
<td>KAAL TV</td>
<td>Austin</td>
<td>Channel 6</td>
</tr>
</tbody>
</table>

2. **Delay of Classes** - Upon expiration of the delay, 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. **Cancellation of Classes on Final Day of Class** - When classes are cancelled on the last day of class, final grades are determined by a student’s scores at that point, or if students wish to try to change their grade, they must contact their instructor(s) to make arrangements to take a final test or hand in papers. Instructors have the discretion to honor such requests in these instances. Such requests need to occur prior to the submission date for final grades being submitted to the Registrar.

4. **Community Education Centers** - The Charles City, Garner, Hampton, and Lake Mills Centers and classes are included in the general announcement 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 a designee.

5. **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 a designee.

6. **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.

7. **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.

8. **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.

Safety Awareness

Missing Student and Emergency Contact Registration

The North Iowa Area Community College will require students residing in the College owned housing that they provide emergency contact information. This confidential information will be used only by authorized College personnel in the event a student is reported missing while at the institution.

If a NIACC student living in on-campus housing is suspected to be missing from campus, students, faculty, and staff are instructed to immediately report this information to the Vice President for Student Services. The Mason City Police Department must be called if any student is reported as missing after 24 hours of the report.

If the reported missing student resides off campus, individuals may contact the Vice President for Student Services for assistance in making notifications to the emergency contact number and to the police department.

All reports of missing students made to the residence hall staff will be investigated and given priority to other tasks. If the investigation determines that the student has been missing over 24 hours then within the next 24 hours the NIACC staff will:

- Notify the individual identified as the student’s emergency contact person;
- If under 18 years of age, the College will notify parent or guardian, and;
- If 18 years of age or older and have not provided an emergency contact, NIACC will notify the parent or guardian if the information is available and the appropriate law enforcement agency.

NIACCAlerts

NIACCAlerts is an emergency notification service to provide phone calls, text messages and e-mail notices to students and staff about campus closings due to weather and other emergency announcements should there be a need to quickly notify the campus community of threats to the safety of students and staff. Text messages may come from 30890 or from 58339.

NIACC will create an account for current students and BVU students to receive email messages.

Students – To update or add your cell phone number to receive emergency messages, please log in to the MyNIACC Portal and fill out the NIACCAlerts Cell Phone Update Form.

For assistance contact the Help Desk: Phone 641-422-4357 or 1-888-466-4222, ext. 4357.

Crime Awareness and Campus Security

Pursuant to the Student Right to Know and Campus Security Act, North Iowa Area Community College monitors criminal activity and publishes this report and maintains a three-year statistical history. The College’s report is available to current students and employees on the NIACC website: http://www.niacc.edu/about/consumer-information/. NIACC notifies prospective students and employees of its availability and provides a copy upon request.

### NIACC Crime Statistics

#### Campus Security Act

<table>
<thead>
<tr>
<th>Criminal Offenses</th>
<th>On-campus</th>
<th>FY 2017</th>
<th>FY 2018</th>
<th>FY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder/Non-negligent Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Negligent Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
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<tr>
<td>Rape</td>
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<tr>
<td>Fondling</td>
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<td>0</td>
<td></td>
</tr>
<tr>
<td>Incest</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Statutory Rape</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Aggravated Assault</td>
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<td>0</td>
<td></td>
</tr>
<tr>
<td>Burglary</td>
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<td>1</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Larceny/Theft</td>
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<td>0</td>
<td></td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
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<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
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#### On-Campus Student Housing Facilities

<table>
<thead>
<tr>
<th>Criminal Offenses</th>
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<th>FY 2018</th>
<th>FY 2019</th>
</tr>
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<tbody>
<tr>
<td>Murder/Non-negligent Manslaughter</td>
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<tr>
<td>Arson</td>
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</tbody>
</table>

#### Hate Crimes

<table>
<thead>
<tr>
<th>On-Campus</th>
<th>FY 2017</th>
<th>FY 2018</th>
<th>FY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>0</td>
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</table>

#### VAWA (Violence Against Women Act) Offenses

<table>
<thead>
<tr>
<th>On-Campus</th>
<th>FY 2017</th>
<th>FY 2018</th>
<th>FY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domestic Violence</td>
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<td>0</td>
</tr>
<tr>
<td>Dating Violence</td>
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<td>1</td>
</tr>
<tr>
<td>Stalking</td>
<td>0</td>
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</tr>
</tbody>
</table>

#### Disciplinary Actions/Judicial Referrals - On-Campus Student Housing Facilities

<table>
<thead>
<tr>
<th>On-Campus</th>
<th>FY 2017</th>
<th>FY 2018</th>
<th>FY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liquor Law Violations</td>
<td>64</td>
<td>60</td>
<td>55</td>
</tr>
<tr>
<td>Drug Law Violations</td>
<td>12</td>
<td>5</td>
<td>1</td>
</tr>
<tr>
<td>Illegal Weapons Possessions</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>On-Campus</th>
<th>FY 2017</th>
<th>FY 2018</th>
<th>FY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unfounded Crimes</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Fires — On-Campus Student Housing</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
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
Sexual abuse is defined as sexual contact with an individual who is either unwilling or unable to consent to the sexual contact. 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.

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 422-7433. Advocates are available 24 hours each day, and may provide valuable support and information.

3. Contact Prairie Ridge Integrated Behavioral Healthcare (mental health service). 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 (641) 424-2391.

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 8.) Sexual assault prevention programs are sponsored annually on the NIACC campus with the goal of promoting safe, healthy, nonviolent relationships. Educational information is presented at New Student Orientation, during residence hall programs and through brochures available throughout campus.

Sexual Assault

Procedures followed in case of a sexual assault on campus:

- Alleged victim is recommended to receive medical attention as needed. NIACC staff assists as needed in this.
- The person involved is recommended to report the incident to the police.
- The Vice President for Student Services, when notified of the incident, shall investigate the alleged violation.
- The alleged victim meets with a personal counselor on campus and is strongly recommended to receive counseling off campus as well. Follow up is continued throughout the semester with the alleged victim.
- The Vice President speaks with the alleged perpetrator as well as any other witnesses or others who may possibly have additional information.
- The alleged perpetrator is placed on interim suspension while the case is being investigated. This means suspension from classes as well as from the campus itself (including living in the housing, if that is the case).
- After the investigation, the alleged perpetrator of the allegation could be dismissed as unfounded or the suspension would stand and the perpetrator would be administratively withdrawn from classes and barred from campus grounds.
- Note: If a police charge is active against the perpetrator, the Vice President continues suspension until the outcome of the case.

Prohibited and Restricted Campus Activities

Sales Promotions
Except as expressly permitted by the Board of Directors, or its designee, College facilities and employees shall not be used in any manner for the promotion or sale of services or products of any person, agency, or organization operating for profit. The College prohibits activities such as:

a. Distribution of materials urging students, parents, employees and others to purchase services or products sold for profit.

b. The sale by students or employees of products and/or services, except in relation to production by students as part of the program.

c. Similar activities involving teachers and students and which interfere with the normal time and activities of the College.

Specifically exempted from the provisions of this policy are a Board-endorsed student insurance program and the NIACC BookZone.

If the President believes there will be substantial disruption of and/or material interference with the school's activities and the College's educational mission and denies the approval, the person or organization may appeal to the Board.

Fund Raising

The College prohibits the use of its name and its symbols, in whole or in part, and any fund-raising activity not specifically authorized by the Board.

No fund-raising activities shall occur on campus other than those specifically approved by the Board and/or the President.

No agent or person(s) shall be permitted to solicit any student or employee for any purpose, or distribute circulars, handbills, cards, or advertisements of any kind or make announcements of any nature, or take up contributions in North Iowa Area Community College or on the premises, for any purpose whatsoever, except by approval from the President, as being in accord with the general policies of the Board of Directors.

North Iowa Area Community College Foundation has standing authorization for use of College facilities and the name and symbols of the College in fund-raising efforts.

Distribution of Materials

Any person, organization or group, whether affiliated with the College or not, may distribute in any open, exterior campus space pamphlets, booklets, brochures, handbills, circulars, or other forms of written materials ("materials") on the condition that such materials do not contain commercial solicitations or advertisements and are designed for informational (not
commercial) purposes. Acceptance of donations for materials is prohibited.

If, in the opinion of the President or the President's designee, the materials being distributed are primarily intended for commercial purposes, the person or organization distributing such materials will be subject to removal from the campus. The person or organization may then petition the President to allow distribution upon a showing of the non-commercial nature of the materials or upon a showing that the distribution of materials commercial in nature will not interfere or disrupt in a material and substantial way with school activities and the College's educational mission.

Bulletin boards in classrooms, halls, and entry areas are intended for college-sponsored activities and those near faculty offices are for instructional announcements and grade posting. Announcements are to be approved by the Director of Marketing or a designee before posting.

Posting of non-college and/or commercial information may be posted on the Activity Center bulletin located in back of the elevator.

In expressing a policy of open distribution of materials intended for non-commercial purposes, the College does not assume any obligation or responsibility for the content of the materials distributed. Furthermore, the College reminds each person or organization distributing materials to be aware of and to comply with laws and regulations regarding matters such as libel, defamation, obscenity, fair labor relations, and littering.

**Tobacco-Free Campus**

Pursuant to the Iowa Smokefree Air Act smoke/tobacco use, including cigarettes, cigars, pipes & smokeless tobacco is prohibited. The use of e-cigarettes is also prohibited. Smoking is defined as the burning or inhaling of tobacco or other matter that can be smoked or inhaled, or the inhaling of smoke or vapor from an electronic smoking device. Use is prohibited in all North Iowa Area Community College owned property including vehicles, facilities, parking areas, and grounds.

**Possession and Consumption of Alcoholic Beverages on Campus**

The on-campus serving of alcoholic beverages is allowable only where prior approval has been obtained from the President or designee. All Iowa state laws and local statutes regarding sale, purchase and distribution of alcohol must be observed. Food and non-alcoholic beverages must also be made available at events when alcoholic beverages are served. Any activity where alcoholic beverages are the focal point of the event or which contributes to alcohol overindulgence or abuse is prohibited. Every attempt should be made to hold events at times and in areas where there would be minimum contact with students.

**Weapons-Free Campus**

North Iowa Area Community College is committed to providing a safe and secure learning and working environment. The use and possession of all firearms, ammunition, other dangerous weapons intended to inflict injury, or explosives are prohibited on College property. This includes use of firearms for the purpose of hunting. No hunting will be permitted on College property. The President or designee may authorize exceptions to this policy to those person conducting and participating in an approved program of instruction in the college’s curriculum which requires access to such equipment as an integral part of the instructional program and to those persons granted permission at the discretion of the President for specific purposes.

**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.

Cars parked in violation will be ticketed. 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.

With the exception of the approved and designated short-term parking spaces, the College will not provide for or designate reserved parking spaces for specific individuals or groups.

**Pets on Campus**

Pets are prohibited in all buildings and vehicles owned by the College. This policy does not apply to service animals.
STUDENT SERVICES

Collegiate Athletic Program

A full athletic program is maintained at NIACC. Men have the opportunity to participate in cross country, soccer, basketball, wrestling, golf, track and field, and baseball. Women’s intercollegiate sports are softball, basketball, golf, cross country, track and field, soccer, and volleyball. Cheerleading and participation on a performance and competitive based Dance Team are also available to NIACC students. 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 full-time students who have the desire and ability to compete at the community college level.

Dan Mason, Athletic Director

Coaches

Baseball ........................................................................................................................................ Travis Hergert
Basketball, Men’s .......................................................................................................................... Mark Mohl
Basketball, Women’s ................................................................................................................... Todd Cicchetto
Cheerleading ................................................................................................................................. Sandy Schupanitz
Cross Country, Men’s and Women’s ........................................................................................... Curtis Vais
Dance Team .................................................................................................................................... Tina Wihlm
Golf, Men’s and Women’s ............................................................................................................. Chris Frenz
Soccer, Men’s ............................................................................................................................... Michael Donovan
Soccer, Women’s ............................................................................................................................ Michael Donovan
Softball ........................................................................................................................................... Dan Gratz
Track & Field, Men’s and Women’s ............................................................................................... Coltin Hahle
Volleyball ........................................................................................................................................ Christine Brandt
Wrestling ......................................................................................................................................... Steve Kelly

Athletic Conference

NIACC is a member of the Iowa Community College Athletic Conference (ICCAC) and the National Junior College Athletic Association (NJCAA).

Recreation Center

The College opened the Recreation Center during the fall semester of 2008. The facility is just over 41,000 square feet and houses numerous wellness spaces and equipment for students, staff, and faculty.

- A suspended walk/jog track
- A state-of-the-art athletic training room
- Cardio/Weight Room
- Two volleyball/basketball/tennis courts
- Athletic Department offices
- Locker rooms for men and women
- Two golf/baseball/softball hitting cages
- Wrestling room
- Intramural/Recreation office

North Iowa Area Community College recognizes the value of development of both mind and body. The Recreation Center, along with classes and extracurricular activities, enhances the overall experience for our NIACC community.

Counseling

Where and when are counselors available?
A counselor is available from 8:00 a.m. to 6:30 p.m., Monday through Thursday, and on Friday from 8:00 a.m. to 4:30 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 Administrative Assistant at the Center during regular office hours or by calling 641-422-4207 or schedule an appointment online at: https://my.niacc.edu/student/Pages/RegApptScheduler.aspx

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.

Sample two-year plans are available on the Internet ([http://www.niacc.edu/academics/sample-schedules-2-year-plans/](http://www.niacc.edu/academics/sample-schedules-2-year-plans/)).

For all beginning students, an entrance exam of ACT scores or ACCUPLACER scores is needed. The chart below contains the course placement information used for entry-level advising.

*ACT scores are valid only if they are less than three years old. Students with outdated scores should contact the Student Learning Center to schedule the Accuplacer assessment.
Assessment scores are required to facilitate placement in NIACC Reading, Writing, and Math courses. Such tests are intended, not to prevent participation, but to help students make appropriate course selection. The scores listed below are the minimum score that is required to enroll in the course. Contact your Academic Counselor for the required courses in your program.

### READING PLACEMENT

<table>
<thead>
<tr>
<th>ACCUPLACER READING</th>
<th>NG READING</th>
<th>ACT READING</th>
<th>*SAT READING</th>
<th>NEW SAT READING</th>
<th>COURSE PLACEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 58</td>
<td>200 - 238</td>
<td>1 - 15</td>
<td>1 - 260</td>
<td>10 - 15</td>
<td>RDG-015 Power Reading</td>
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<tr>
<td>59 - 79</td>
<td>239 - 252</td>
<td>16 - 18</td>
<td>261 - 270</td>
<td>16+</td>
<td>RDG-125 College Reading Strategies - REQUIRED enrollment in RDG-125</td>
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<tr>
<td>&gt; 80</td>
<td>253 - 300</td>
<td>&gt; 19</td>
<td>&gt; 271</td>
<td>19+</td>
<td>RDG-125 College Reading Strategies</td>
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</tbody>
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### ENGLISH PLACEMENT

<table>
<thead>
<tr>
<th>NIACC WRITING SUBMISSION</th>
<th>ACT ENGLISH</th>
<th>*SAT WRITING</th>
<th>NEW SAT WRITING</th>
<th>COURSE PLACEMENT</th>
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</thead>
<tbody>
<tr>
<td>3</td>
<td>1 - 9</td>
<td>1 - 260</td>
<td>10 - 14</td>
<td>ENG-014 Mastery Writing</td>
</tr>
<tr>
<td>4 - 9</td>
<td>10 - 15</td>
<td>270</td>
<td>15 - 22</td>
<td>ENG-105 Composition I - REQUIRED enrollment in one credit of ENG-016A Mastery Writing</td>
</tr>
<tr>
<td>10</td>
<td>16</td>
<td>400</td>
<td>23 - 40</td>
<td>ENG-105 Composition I - Intended for all majors who plan to transfer and obtain a bachelor's degree</td>
</tr>
</tbody>
</table>

### MATHEMATICS PLACEMENT

<table>
<thead>
<tr>
<th>ACCUPLACER</th>
<th>ARITHMETIC</th>
<th>NG ARITHMETIC</th>
<th>ELEM ALGEBRA</th>
<th>NG ELEM ALGEBRA (QRAS)</th>
<th>COLLEGE MATH</th>
<th>NG COLLEGE MATH (AAF)</th>
<th>ACT MATH</th>
<th>*SAT MATH</th>
<th>NEW SAT MATH</th>
<th>ALEKS</th>
<th>COURSE PLACEMENT</th>
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<tbody>
<tr>
<td>23</td>
<td>203</td>
<td>32</td>
<td>212</td>
<td></td>
<td></td>
<td></td>
<td>12</td>
<td>240</td>
<td>260 &lt; 14</td>
<td>&lt; 14</td>
<td>MAT-044 Mastery Math (By Instructor Permission/College Recommendation)</td>
</tr>
<tr>
<td>23</td>
<td>203</td>
<td>32</td>
<td>212</td>
<td></td>
<td></td>
<td></td>
<td>12</td>
<td>240</td>
<td>260 &lt; 38</td>
<td>&lt; 38</td>
<td>MAT-053 Pre-Algebra</td>
</tr>
<tr>
<td>59</td>
<td>239</td>
<td>50</td>
<td>230</td>
<td>21</td>
<td>201</td>
<td>16</td>
<td>380</td>
<td>420</td>
<td>14 - 29</td>
<td>14 or 16</td>
<td>MAT-063 Elementary Algebra</td>
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<tr>
<td>59</td>
<td>239</td>
<td>50</td>
<td>230</td>
<td>21</td>
<td>201</td>
<td>16</td>
<td>380</td>
<td>420</td>
<td>14 or higher</td>
<td></td>
<td>MAT-801 Applied Math A-D Intended for majors in Automotive, Building Trades, Heating &amp; Air Condition, Industrial Systems, and Tool &amp; Die</td>
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<tr>
<td>109</td>
<td>289</td>
<td>109</td>
<td>289</td>
<td>42</td>
<td>222</td>
<td>20</td>
<td>480</td>
<td>510</td>
<td>30</td>
<td></td>
<td>MAT-092 Intermediate Algebra</td>
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<tr>
<td>99</td>
<td>279</td>
<td>80</td>
<td>260</td>
<td>40</td>
<td>220</td>
<td>18</td>
<td>430</td>
<td>470</td>
<td>33 - 37</td>
<td>33 - 37</td>
<td>MAT-110 Math for Liberal Arts--Decision Zone Additional Requirement for Enrollment Take one credit of MAT-044 along with MAT-110</td>
</tr>
<tr>
<td>110</td>
<td>290</td>
<td>45</td>
<td>225</td>
<td>21</td>
<td>500</td>
<td>530</td>
<td>38 or 65%</td>
<td>on whole numbers AND 50% on proportions</td>
<td>MAT-110 Math for Liberal Arts</td>
<td></td>
<td></td>
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<tr>
<td>99</td>
<td>279</td>
<td>116</td>
<td>296</td>
<td>45</td>
<td>225</td>
<td>21</td>
<td>500</td>
<td>530</td>
<td>38</td>
<td></td>
<td>MAT-153 Math for Elementary Teachers I</td>
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<td></td>
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<td>MAT-154 Math for Elementary Teachers II (Pre-Req MAT-153)</td>
</tr>
<tr>
<td>116</td>
<td>296</td>
<td>45</td>
<td>225</td>
<td>21</td>
<td>500</td>
<td>530</td>
<td>38 or higher</td>
<td></td>
<td>MAT-121 College Algebra (Note: If completed MAT-092, must take MAT-044A with MAT-121) MAT-156 Intro to Statistics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>60</td>
<td>240</td>
<td>24</td>
<td>560</td>
<td>580</td>
<td>50 or higher</td>
<td>MAT-140 Finite Math</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>70</td>
<td>250</td>
<td>26</td>
<td>590</td>
<td>610</td>
<td>50 or higher</td>
<td>MAT-128 Precalculus MAT-134 Trigonometry &amp; Analytic Geometry</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>70</td>
<td>250</td>
<td>26</td>
<td>590</td>
<td>610</td>
<td>60 or higher</td>
<td>MAT-165 Calculus (for business)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>80</td>
<td>260</td>
<td>28</td>
<td>630</td>
<td>650</td>
<td>70</td>
<td>MAT-210 Calculus I</td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

*SAT tests taken before 2017 are scored on the old scoring system.
Disability Services

North Iowa Area Community College strives to provide an accessible environment for students, faculty, and staff. We provide support to students with documented disabilities in reaching academic goals and work to ensure equal access to educational opportunities. North Iowa Area Community College employs a Disability Services Counselor who coordinates services between students with disabilities and their interactions with the college. Working in partnership with the student, the Disability Services Counselor will assist in developing an individual plan for services that will include accommodations in testing and instruction.

A student needing accommodations should register with NIACC Disability Services and speak to the Director of Disability Services in the Student Access Office, AB106. For additional information, visit our website at www.niacc.edu/student-life/disability-services/.

North Iowa Area Community College supports you in your right to file a grievance when you believe you have been denied equal access to NIACC’s services, programs and activities. For a description of this procedure you may contact NIACC Disability Services or find it on our website at www.niacc.edu/student-life/disability-services/policies-procedures/grievance-procedure/.

A Disability Services Student Handbook can be found on our website at www.niacc.edu/student-life/disability-services/disability-services-student-handbook/ or can be provided in hard copy (or an alternate format), upon request, and lists contact information for NIACC’s ADA Coordinator and ADA Compliance Officer, along with other helpful information.

Temporary Medical Conditions Assistance Policy

NIACC Disability Services provides assistance to students who experience a temporary medical condition that impacts their ability to access classes or perform tasks within the classroom. Some examples may include but are not limited to students who are recovering from surgery, students who are pregnant, and students with an injury or severe illness. Such students may be eligible for temporary assistance/classroom support that may be reasonable for a limited time period.

Temporary medical conditions do not rise to the level of a disability as outlined in the ADA Amendments Act of 2008. Documentation is required and reasonable assistance is determined based on the nature of the impact of the medical condition on a case-by-case basis.

In order for students to receive assistance, students must self-identify to NIACC Disability Services. Medical documentation verifying the temporary need may be required, depending on the individual situation.

Once the documentation is received and assessed, the student will work with the Director of Disability Services to determine what recommendations are made to their instructors for temporary assistance.

NOTE: Each student’s needs are identified on a case by case basis as outlined in the medical documentation received. Recommendations are made in writing to instructors.

Student Health

Accident and Health Insurance

The purchase of student health insurance is voluntary at NIACC. Brochures identifying several plans are available in the Student Development Office and the student portal (MyNIACC). Uninsured students, or students enrolled in courses or activities where potentially hazardous situations may occur are encouraged, and in some cases maybe required, 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.

Note: International students are required to purchase health insurance as a part of their registration and it is included in their student fees.

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)
641-422-7777 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.

Health Services Voucher

NIACC works with the Mercy Family Medical Residency and with the Community Health Center of Fort Dodge, Inc. (Mason City site) to provide medical services through a voucher system. The services provided through these vouchers are limited to office visits. External services such as laboratory testing, radiology services, and consultations will be scheduled at a separate visit and will be billed to the student and/or his/her insurance. NIACC will not be financially responsible for these additional services. A health services voucher may be obtained from the Director of Housing, Head Residents, Athletic Director, Athletic Trainer, Student Conduct Liaison, Director of Student Development, or the Vice President for Student Services.

Reference Guide to Student Health

A Student Health Guide is found online within the student portal (MyNIACC). Look in the right-hand column under “My Life” for the link. This guide provides a quick reference for common health questions and emergencies. Part of maintaining your health, especially as a student, is knowing when to seek professional guidance. While this is no substitute for professional treatment, the guide will provide information to help you assess your own health needs.

Online Mental Health Screenings and Resources

The NIACC Counseling Center has online screening for depression, anxiety, eating disorders, alcohol, and bipolar disorders. This free and anonymous screening is made available to all NIACC students and staff. Individuals receive their results in just a few minutes after completing the questionnaire and are provided with referral information. The purpose of the screening is to determine whether a disorder is likely, not to make a diagnosis. The link to the mental health screening can be found under “My Life” on the right-hand side of the student portal (MyNIACC).

Student Support Services

Student Support Services is a federally funded TRIO grant program which helps eligible students stay in college and graduate. The Program offers counseling, tutoring, a college survival skills orientation course, a course in study techniques for academic success, career exploration, transfer assistance, financial literacy counseling, and cultural awareness.

Recipients of these services must hold a high school diploma or GED and be citizens or legal residents of the United States who are currently enrolled in a two-year credit program. Participants must meet at least one of the following eligibility requirements: first generation student, low income, and/or documented disability. Students interested in these services should call (641) 422-4105, or 1-888-468-4222, Ext. 4105, stop by the Student Development Office in the Administration Building (AB104), or view TRIO Student Support
Financial Aid and Scholarship

Federal and State Financial Aid

North Iowa Area Community College provides financial assistance in the form of grants, scholarships, loans, and work study to meet educational expenses. Financial Aid is available to both full and part-time students. Students apply for financial aid by completing the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov. NIACC’s school code is 001877.

You may receive more information by calling 641-422-4227 or by stopping by the Administration Building, Room 106D.

Substance Abuse Prevention and Referral

NIACC recognizes drug and/or alcohol abuse as a potential health, safety, and security problem. Students needing help in dealing with such problems are encouraged to seek assistance from the Student Development Office located in AB104. There are a variety of resources to assist including an anonymous assessment available online at: www.mentalhealthscreening.org/screening/northiowa. In addition, NIACC provides a voucher for the initial assessment service at the Prairie Ridge Integrated Healthcare located in Mason City. To use this service, please contact the Student Conduct Liaison counselor located in AB106.

Vocational Rehabilitation Services

Services are available to eligible students with disabilities attending NIACC who are in need of rehabilitation counseling and other specialized intervention in order to prepare for employment. These services may include assessment, vocational evaluation, counseling and guidance, assistive technology, job training, and job placement assistance.

You may receive more information by calling 641-422-4227 or by stopping by the Administration Building, Room 106D.

Grants

Grants are a type of financial aid that typically does not have to be repaid. Grants are often need-based and can come from the federal government, state government, the college, or a private organization.

Federal Pell Grant
- Federally funded grant
- Student must demonstrate financial 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
- FAFSA Application must be filed by July 1

Kibbie Grant
- Iowa resident
- Enrolled in state specified career program
- Student must demonstrate need
- FAFSA Application must be filed by July 1

The Iowa National Guard Educational Assistance Grants

The Iowa National Guard Educational Assistance Grant (NGEAP) provides annual awards to Iowa National Guard members who attend eligible Iowa colleges or universities and maintain satisfactory academic progress with the college and maintain satisfactory performance of guard duty. National Guard officials determine the rate for the 2019-2020 academic year. The Iowa Adjutant General determines eligibility. Guard members may complete the Iowa Financial Aid Application at www.iowacollegeaid.gov with a priority filing date of July 1.

Work Study

Federal Work Study (FWS)
- Part-time work opportunities
- Federally funded, NIACC administered
- Student must demonstrate need
- Awards limited to funds available

Students awarded work study will receive an informational letter explaining the work study process. 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. 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**

Students interested in borrowing under the Federal Direct Stafford Loan program must provide any requested information from the NIACC Financial Aid Office so that a valid Student Aid Report is on file and a loan can be originated by the last day of a student's enrollment. Failure to meet these deadlines could result in the forfeiture of student aid eligibility.

**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 loans, fixed in-school rate determined on July 1 annually
- Eligibility determined from the Free Application for Federal Student Aid (FAFSA)
- Department of Education loan origination fee of 1.059%

*The Federal Government has a right to change origination fees at any time.

<table>
<thead>
<tr>
<th>Base Eligibility</th>
<th>Additional Eligibility</th>
</tr>
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<tbody>
<tr>
<td>$3,500</td>
<td>$2,000</td>
</tr>
<tr>
<td>$4,500</td>
<td>$2,000</td>
</tr>
</tbody>
</table>

Dependent

<table>
<thead>
<tr>
<th>Base Eligibility</th>
<th>Additional Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>$3,500</td>
<td>$6,000</td>
</tr>
<tr>
<td>$4,500</td>
<td>$6,000</td>
</tr>
</tbody>
</table>

Independent

**Federal Direct PLUS Loan**
- Low interest loans, fixed rate determined on July 1 annually
- 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 4.236%
- Option to defer repayment

*The Federal Government has a right to change origination fees at any time.

**Loan Requirement**

Students who are first time borrowers of student loans will be required to complete Entrance Counseling and a Master Promissory Note prior to any loan disbursements. Entrance Counseling and the Master Promissory Note can be completed online at [www.studentloans.gov](http://www.studentloans.gov). Students will need their FSA ID and password to complete the requirements. These requirements will teach students about their rights and responsibilities as a student loan borrower. 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 Counseling session with Financial Aid staff or complete the requirement online at [www.studentloans.gov](http://www.studentloans.gov). Students 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 program, you can visit their site: [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

**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. Any payment due to the student, after payment of institutional charges, 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.

Financial Aid awards for Fall and Spring semesters are locked in at the end of the fifth day of classes for awards that are completed by the start of the award period. Aid will not be adjusted if a student changes his or her schedule after the fifth day of classes. Summer awards are locked in after the third day of class. Aid will not be adjusted if a student changes his or her schedule after the third day of classes. The student will need to follow Satisfactory Academic Progress Guidelines for Financial Aid as stated in the Student Handbook. Please check with the Financial Aid Office for further information.

NIACC Foundation Scholarship recipients must be full-time students through the fourth week of classes. Withdrawal before that date will be grounds for revocation of the scholarship.

For additional information regarding application procedures, deadlines, financial need, and resources available, call the NIACC Financial Aid Office, 1-888-466-4222, Ext. 4168 or (641) 422-4168.

**Satisfactory Academic Progress for Financial Aid Recipients**

North Iowa Area Community College (NIACC), in accordance with Federal and State law, requires that students make satisfactory academic progress towards a degree or diploma. NIACC's satisfactory academic progress standards for financial aid apply to all students who want to establish or maintain financial aid eligibility. The standards apply to a student's entire academic transcript whether or not the student received financial aid. These are minimum standards that must be attained. Students bear primary responsibility for their own academic progress and for seeking assistance when experiencing academic difficulty. NIACC will evaluate satisfactory academic progress after each term which includes fall, spring and summer. All students with registered credits during a term will be evaluated at the end of that term. Financial Aid's Satisfactory Academic Progress (SAP) standard is a different policy than the Successful Satisfactory Academic guidelines. Students will follow a different procedure when suspended academically and will need to contact the Student Development Office with questions. Students may be suspended from financial aid but not from NIACC, so please always check with BOTH the Financial Aid Office and the Student Development Office.

**Policy**

The Higher Education Act of 1965, as amended, requires students to maintain satisfactory progress towards their degree in order to receive financial aid. Financial aid satisfactory progress is a three-part federal regulation with minimum standards that must be met.

1. **Pace of Progression.** Students are required to earn, with passing grades, at least 2/3 (67%) of the semester hours of which have been cumulatively attempted. Pace is calculated by dividing cumulative hours the student has successfully completed by cumulative hours the student has attempted.

2. **Maximum Time Frame.** Students are required to complete their
program of study within 150% of the published length of the program measured in semester hours attempted. Courses taken for, but not limited to, audit, Institutional Proficiency exams, correspondence, independent study, articulated courses, and college level examination programs will be included in the maximum time frame allowed for the pursuit of a degree.

3. Minimum GPA. Students must maintain a cumulative GPA of 2.0 or higher to remain eligible for financial aid.

Grades/Credits

Attempted Hours: The total number of semester hours for which the student is officially enrolled in at the end of the 5th day of the term. Cumulative attempted hours are the total number of semester hours registered for all terms of enrollment at the College, including summer terms and terms for which the student did not receive financial aid. The following do not count as completed hours, but will be counted as attempted and may affect satisfactory academic progress:

Failed classes (F)    Audited classes (N)
Withdrawn classes (W) Incomplete grades (I)
No credit/no pass (Q) Grade requital (Fresh start/0)

If your incomplete grade is what caused you to fail satisfactory progress guidelines, it is your responsibility to submit a final grade to the financial aid office for reevaluation.

Consortium Credits: Credits taken at another college with prior approval of the NIACC Financial Aid Office. These credits are used in determining financial aid eligibility and use in SAP calculations. Developmental Courses: Students may receive financial aid up to 30 semester hours of remedial coursework. However, all of these hours attempted are used in measuring SAP.

Repeated Courses: You are allowed to repeat courses, however, keep in mind that all the credits will continue to be counted in the time to complete your degree. In computing the cumulative grade point average, only the most recent grade earned will be used.

Transfer Coursework: NIACC assumes transfer students enrolled at NIACC are making satisfactory academic progress; however, NIACC reserves the right to request transcripts of previous institutions attended at any time to determine prior completion rate. Transfer credits are earned at another college and accepted by NIACC. Transfer credits that are accepted by NIACC and apply to the student's program of study shall be counted as credits attempted and completed in determining pace of progression and maximum time frame requirements. Grades associated with these credits are not included in calculating GPA.

Failure to Meet Satisfactory Academic Progress

NIACC reserves the right to place a student on financial aid warning or suspension who exhibits abuse of receipt of financial aid at any time or receives a 0.00 GPA in any semester at NIACC.

Warning

After one term of not complying with the financial aid standards for satisfactory academic progress, students will be placed on "Warning" status and be notified in writing or email. Students on warning status are eligible to receive financial aid. If, at the end of the warning period, a student who has been on warning has met both the cumulative GPA and pace of progression standards, the warning status is ended and the student is returned to good standing. If a student had an incomplete grade or a grade was submitted in error and that is what caused him to fail Satisfactory Academic Progress guidelines, it is his responsibility to submit a final grade to the Financial Aid Office for reevaluation.

Suspension

If students currently on warning status fail to meet any Satisfactory Academic Progress standards for financial aid, the student will be placed on suspension status and be denied financial aid. The Financial Aid Office will notify students of suspension status via mail or email and include the appeal process students may complete in order to reestablish financial aid eligibility. If you had an incomplete grade or a grade was submitted in error and that is what caused you to fail satisfactory progress guidelines, it is your responsibility to submit a final grade to the financial aid office for reevaluation. Suspension may also occur when a student has exceeded the 150% of the published length of the program measured in credit hours attempted. Students may also appeal this decision by following the process outlined below.

Appeal/Reinstatement of Financial Aid

Students who have been suspended from financial aid due to extenuating circumstances (e.g., death in the family, student injury or illness, or other circumstances beyond your reasonable control), may appeal for reinstatement. Complete the Financial Aid Appeal Form and submit to the Financial Aid Office. The appeal form requires a written explanation of why the student failed to meet SAP and what has changed that will allow the student to meet SAP at the next evaluation. The student may submit or be asked to submit additional supporting documentation. The Financial Aid Appeal Committee will review a student's appeal and their decision will be communicated to students in writing or email. Students will be approved, approved with academic plan, or denied.

Approval of Appeal: Student appeals may be approved in one of two ways:

PROBATION: If it is believed that the student will be able to correct himself in one term, the student will be placed on probation status. The student will be eligible for financial aid during this probationary term. At the end of the probationary term, SAP will be reevaluated. If a student is at that time meeting the standards, he will return to satisfactory status. Failure to meet SAP will result in a suspension status. Students cannot appeal a second time with the same rational.

OR

PROBATION ON AN ACADEMIC PLAN: If, when reviewing a student's appeal, it is determined by the committee that it will take longer than one term to meet standards, the student will be required to meet with an academic advisor and develop an academic plan outlining steps to success. Students will meet with an academic advisor and develop a plan for success outlining the steps necessary to meet SAP by a specific point in time. Once the Financial Aid Office is notified that the Plan is complete, the student's financial aid will be reinstated. Plans will be monitored at the end of each term. Failure to follow the steps outlined in the plan, will result in suspension.

Repeat Coursework

You are allowed to repeat a class with a passing grade, D- and above, one time and receive financial aid for it. Regardless of your performance in the second attempt (pass, fail, or withdrawal), you will not be able to receive financial aid for it again.

Conviction for Drug Possession or Sale

A Federal or state drug conviction can disqualify a student for financial aid. If students currently on warning status fail to meet any Satisfactory Academic Progress standards for financial aid, the student will be placed on suspension status and be denied financial aid. The Financial Aid Office will notify students of suspension status via mail or email and include the appeal process students may complete in order to reestablish financial aid eligibility. If you had an incomplete grade or a grade was submitted in error and that is what caused you to fail satisfactory progress guidelines, it is your responsibility to submit a final grade to the financial aid office for reevaluation. Suspension may also occur when a student has exceeded the 150% of the published length of the program measured in credit hours attempted. Students may also appeal this decision by following the process outlined below.

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Conviction for Drug Possession or Sale

A Federal or state drug conviction can disqualify a student for financial aid funds. A student self-certifies on the FAFSA application that he/she has never been convicted of possessing or selling drugs for an offense that occurred while he/she was receiving Federal student aid. A student who is
Scholarships

Foundation Scholarships
Scholarships for degree seeking individuals are made possible through the generous support of individuals, businesses, industries, and foundations. Students wanting information about scholarships should contact the NIACC Foundation Office (Activity Center Room 206). A complete listing of scholarships is available online. To apply for the scholarships listed below, go to www.niacc.edu/scholarships/.

Trustees’ Scholarships
Students with a final class rank of 1 or 2 from an accredited high school are eligible for full-tuition scholarships. This ranking must show on an official high school transcript. Students must enroll full time by the fall semester following their high school graduation. These scholarships are renewable immediately for one additional academic year, assuming the student maintains a 3.25 GPA and completes 24 semester hours. If your high school does not participate in a class ranking system, the following formula will be utilized to determine eligibility for the Trustees’ scholarship: a final high school composite score of 3.8 or higher and an ACT composite score of 25 or higher (SAT composite of 1200 or higher).

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 immediately 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 for one additional academic year. 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.

NIACC Promise Scholarship
Students that graduate from an Area II high school and attend NIACC immediately following graduation may qualify for this last dollar scholarship. The amount of the scholarship will vary, tuition and mandatory fees less any scholarships and grants received. Students must complete a NIACC Admissions application, FAFSA application and NIACC Foundation application by March 1 to be considered. If awarded, the scholarship may be renewable for a sophomore year if the student maintains a 2.0 cum GPA, full time enrollment, completes four hours of community service each semester and meets Financial Aid Satisfactory Academic Progress (SAP) policy. This scholarship is available for a total of four full-time semesters.

Adult Part-time Scholarships
These community-based scholarships are for adults from various communities in the NIACC service area taking at least two, but no more than eleven, semester hours of credit. Contact the NIACC Foundation Office.

Ambassador 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 colleges or universities. Awards are made at the time of graduation from NIACC.

Christopherson Medical Scholarship
The Christopherson Medical Scholarship 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 physicians.

To be eligible, applicants must be premedical or medical students. Of premed students, priority is given to NIACC students. Application information, available at www.niacc.edu/scholarships, must be completed and submitted by the April 1 deadline.

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, interest, and experience in the field. Apply at www.niacc.edu/scholarships.

Residence Hall Scholarships
These scholarships are awarded to students who will be living in the dormitories. Academic ability is also considered. Apply at www.niacc.edu/scholarships.

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, art, and athletics. Contact the departments for further information. Apply at www.niacc.edu/scholarships.

Scholarship Providers

Permanent Endowed Scholarship Funds
- Dr. Carroll O. Adams and Velma I. Adams Scholarship
- Earl Ashland Memorial Scholarship
- Automotive Service Excellence Scholarship
- Arlene Baia Memorial Scholarship
- Bonnie Baia Memorial Scholarship
- Dr. Martha Ann Thomson Barclay Scholarship
- Clifford H. Beem Memorial Scholarship
- Bergland + Cram Scholarship
- Wilbert and Luella Brandau Scholarship
- Anna Rusley Brown Nursing Scholarship
- John and Barbara Burkart Scholarship
- Evelyn, to encourage talented students from North Iowa to become physicians.
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- Clifford H. Beem Memorial Scholarship
- Bergland + Cram Scholarship
- Wilbert and Luella Brandau Scholarship
- Anna Rusley Brown Nursing Scholarship
- John and Barbara Burkart Scholarship
- Annette Watts Burton Nursing Scholarship
- Barbara Bush Scholarship
- Business & Professional Women Scholarship
- Carstensen Family Scholarship
- Cerro Gordo County Medical Society Scholarship
- Christopherson Medical Scholarship
- Caroline O. Colson Memorial Scholarship

unsure if the nature and dates of his/her conviction is disqualifying him/her from receiving financial aid, should contact the Department of Education at 1-800-433-3243 for clarification.
Concert Band Scholarship  
George Coyan Memorial Scholarship  
R. L. and Helen Currie Memorial Scholarship  
Janet Dean Memorial Scholarship  
Charles H. Debban Scholarship  
Dellage Family Scholarship  
Donald K. DePrenger Memorial Scholarship  
Dr. John B. and Mary Jane Dixon Scholarship  
Elgin G. Enabnit Scholarship  
Simon Estes Scholarship  
Fangman Memorial Scholarship  
Lloyd and Georgetta Farrer Scholarship  
Robert H. and Donna V. Furleigh Scholarship  
Edgar S. Gage Family Scholarship  
William Georgou Memorial Scholarship  
Garrity/Sandage Door Opener Scholarship  
Henry R. Giesman Memorial Scholarship  
Bill and Rachael Gilder Scholarship  
David and Sandra Gobeli Endowed Scholarship  
Leonard Gobeli Memorial Scholarship  
Gold-Eagle Cooperative Agricultural Scholarship  
Carl and Carlyn Grupp Scholarship  
Paul and Clara Gustafson Memorial Scholarship  
Esther C. Haase Memorial Scholarship  
Joel and Joyce Hanes Scholarship  
Dale E. Harmon Memorial Scholarship  
Stan Harrison Memorial Scholarship  
Warren D. Harrison Memorial Scholarship  
Polly Hedgcock Memorial Scholarship  
Leon and Maureen Heiman Memorial Scholarship  
Dick and Jo Herbrechtsmeyer Scholarship  
Herrmann Scholarship  
John and Donna Hitzhusen Scholarship  
Ron and Margaret Hoel Scholarship  
Frank Hoffman Memorial Scholarship  
Holmlund Scholarship  
Fred Humphrey Accounting Scholarship  
Robert H. and Mary Isensee Scholarship  
Jim and Sue Johnson Scholarship  
Rollo C. Keilhahn Memorial Scholarship  
Senator Jack Kibbie Veteran’s Scholarship  
Harriet Klah and Carol Klah Schmedesekamp Memorial Scholarship  
Robert W. B. (Bob) Krieger Memorial Scholarship  
Glen and Penny Krogh Scholarship  
Merle and Delores Kudel Scholarship  
Del and Mary Laudner Agriculture Scholarship  
Del and Mary Laudner Scholarship  
Jon Lawerke Memorial Baseball Scholarship  
Florence Lebl Memorial Scholarship  
Kenneth A. Loeb Memorial Scholarship  
Art and Rachelle Lundblad Scholarship  
Jeanine C. Marsters Nursing Scholarship  
Charles W. and Mary Jane Maxon Memorial Scholarship  
Becky K. McGee Memorial Scholarship  
MercyOne - North Iowa Scholarship  
David and Jamey Moore Family Scholarship  
Michael C. Morrison Scholarship  
Darrel V. and Judy K. Nielsen Agricultural Scholarship  
NIACC Employee Scholarship  
North Iowa Automotive Technology Scholarship  
NSB Bank Scholarship  
John Oertel Women’s Basketball Scholarship  
James and Betty Olson Scholarship  
Wayne and Barbara Opheim Family Scholarship  
Esther Pagenhart Scholarship  
Molly and Tommy Pang Scholarship  
Alma Partridge Education Scholarship  
Allen D. and Ann Y. Patton Scholarship  
Hjalmar and Margaret Peterson Memorial Scholarship  
Joel Picker Social Science Scholarship  
Dr. David Pierce Memorial Scholarship  
Roger and Marie Pitman Memorial Scholarship  
David G. and Jane Angelo Punke Scholarship  
Terry D. Reichardt Memorial Engineering Scholarship  
Colin and Carol Robinson Scholarship  
John S. Rothamel Memorial Scholarship  
Evelyn Ruby Nursing Scholarship  
Geneva Rusley Secretarial Scholarship  
Schafer Building Trades Scholarship  
Marie J. Schalekamp Memorial Scholarship  
Patrick Scherber Automotive Scholarship  
Schmidt Family Scholarship  
Schmidt Family Math Scholarship  
Frank Schmitz Memorial Scholarship  
Merlin Scholl Scholarship  
Hazel Simpson Scholarship  
Kathleen Sonnensyn Memorial Scholarship  
John O. Starks Memorial Scholarship  
Steeneker Family Scholarship  
Dean Stephens Memorial Scholarship  
Esther L. Strickland Scholarship  
Delphine Suter Memorial Scholarship  
Dale and Louise Swanson Scholarship  
Helen Perkins Thompson Scholarship  
George I. and Eunice A. Tice Scholarship  
Dr. Calvin H. Warne Memorial Scholarship  
Tom Wedeking Memorial Scholarship  
Wempen Family Scholarship  
Elmer and Gladys Weesley Endowed Scholarship  
Maude Wilson Vocal Music Scholarship  
Melvin “Bud” Wilson Scholarship  
Mary Furleigh Woerner Nursing Scholarship  
Arnold and Pearl Woodiwiss Scholarship  
Guy and Evelyn Zach Scholarship  
Jamie T. Zanos Entrepreneurship Scholarship  
Francis L. Zrostlik Manufacturing Technology Scholarship  

Term Scholarships (Sponsors vary annually)

ACE Credit Union Scholarship  
Ellen Anderson Memorial Nursing Scholarship  
Gordon and Johanna Anderson Scholarship  
Area 2 High School Scholarship  
Dick and Adriana Atteson Scholarship  
Noreen H. Barkema Tuition Scholarship  
Robert and Lois Bergland Scholarship  
Beta Sigma Phi Scholarship  
Jo and Gus Brandt Scholarship  
Charles City Scholarship  
Gene Cole Memorial Scholarship  
Communications 1 Network, Inc. Scholarship  
Delta Kappa Gamma XI Chapter Scholarship  
Mike and Robin Edgar Scholarship  
Mary Ann Eisenmann Scholarship  
Michael R. Emerson Criminal Justice Scholarship  
Farm Credit Services of America Scholarship  
First Citizens National Bank Scholarship  
Gene and Pat Galasso Scholarship  
Betty Geer Scholarship  
David and Sandra Gobeli Scholarship  
Leonard Gobeli Memorial Scholarship  
Mae D. Greene Memorial Scholarship  
GROMARK, Inc. Scholarship  
HSED Scholarship  
Halvorson Trane HVAC Scholarship  
Julie Harris Hupp Business Scholarship  
Richard Hayes Memorial Scholarship  
Judy Hilgendorf Memorial Common Read Scholarship  
Frank and Margaret Hoffman Organ Study Scholarship  
Kaler Family Rugby Scholarship  
Senator Jack Kibbie Veteran Scholarship  
Vernon Kirlin Memorial Scholarship  
Ron and Karen Knudtson Scholarship  
Leadership Scholarship  
Lifelong Learning Institute Scholarship  
Paul and Barbara MacGregor Scholarship  
Martin Marietta Scholarship  
Kay Cavanaugh Maring Scholarship  
Jeanine C. Marsters Nursing Scholarship  

32 STUDENT HANDBOOK
The College views Career Services as an important part of the educational process, though students must assume the main responsibility for achieving their career goals. The Career Counseling and Employment Center, in conjunction with IowaWORKS, is available to provide assistance and support.

Career Counseling and Employment Center

The NIACC Career Counseling and Employment Center provides many services to students.

- All students are invited to make an appointment for free individual career counseling which assists them in identifying their overall career direction and educational goals.
- IowaWORKS representatives help students individually with job search skills. Assistance is offered with completing applications, developing cover letters and resumes, interview preparations, and much more.

IowaWORKS representatives are on campus weekly or may visit your local IowaWORKS office. To schedule an appointment for either career counseling or IowaWORKS assistance, contact the Student Access Center at 641-422-4413.

You are also welcome to stop by the IowaWORKS office located at 600 S Pierce Ave, Mason City, for job search assistance. IowaWORKS is open Monday, Tuesday, Thursday, and Friday from 8:30 a.m. - 4:30 p.m. and Wednesday 9:00 a.m. - 4:30 p.m.

Career Assistance

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

Appointments with NIACC's Career Coordinators may be scheduled through the Student Services Office in the Administration Building or by calling 641-422-4413 or 641-422-4207.

Appointments are one hour and include various assessments that help students learn about their interest, personality preferences, and personal values as they relate to specific areas of study and future careers.

A two semester hour course entitled Career Decision Making is also offered each semester. It is a transfer level class which explores careers on many levels.

North Iowa Area Community College strongly encourages students to consider enrolling in an internship during their college experience. An internship is a partnership between individual students, NIACC, and area businesses and is an ideal way for students to connect their classroom learning to the actual work world. Internships are available during the fall, spring, and summer semesters, and students may participate in more than one internship. The College offers internship opportunities for all students.

Internships

Business Internship Program

The NIACC Business Internship program offers students a learning opportunity that is based on realistic work experience and relative to their program of study. Internships are individualized to enable students to gain valuable work skills and also help determine career choices.

The NIACC Business Internship program directly relates to the four program clusters and over twenty degree programs offered by the Business Division. A business internship is a great opportunity for students to increase their employment skills and learning power, earn college credit, and make key industry contacts that could possibly lead to permanent employment.

Students can earn up to five credits per semester, and the course is repeatable. NIACC will provide assistance in locating possible internship sites; however, securing the internship is ultimately the student's responsibility. For more information, please contact Laura Wood at 641-422-4355.

Cooperative Education Internship Program

The Cooperative Education Internship program provides a planned and supervised learning experience that combines academic work with field experience.

This program enables students to gain practical work experience directly...
related to their academic major or will help them test out a career interest and discover new career possibilities. The goal is to give students the opportunity to enhance their academic knowledge, personal development, and professional preparation.

Credit is granted for the field experience in a Cooperative Education Internship. Students may earn up to five 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 Lisa Brinkley at Lisa.Brinkley@niacc.edu or call 641-422-4217 to set up an appointment.

Specific Program Internships (Required)
Many NIACC career programs require internship experiences as a part of their program requirements. If you are enrolled in or plan to enroll in a career program, please contact the program leader for internship information.

Pathways for Academic Career Education and Employment (PACE)

PACE is a state funded program which offers financial and non-financial academic, personal and career support to qualified individuals who are seeking training in an in-demand field in order to gain quality employment in Iowa. Pathway Navigators work to help students successfully complete their educational programs here at NIACC and then find employment in their field of study. Assistance includes such things as navigating through the college process, budgeting for each semester, connecting students to needed resources to resolve challenges, assistance with job search and possible financial assistance. Students interested in learning more about these services should call 641-422-4312 for more information.

On-Campus Housing

North Iowa Area Community College provides housing facilities for 396 single men and women. The Campus View Housing Complex is located at the north edge of the campus and is within easy walking distance of classrooms, laboratories, the library, the Activity Center, and the Rec Center.

All freshmen students are required to live in Student Housing unless living at home with parent or relative. An exception can be made, in writing, to the Director of Housing or the Vice President for Student Services.

The Campus View Housing Complex has complete facilities for comfortable living. Suites are furnished with laminate/vinyl floors, single adjustable beds, mattresses, blackout shades, wardrobes, 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 and bathrooms. A computer lab is available for student use.

Food service, located in a commons area, provides the student with 19 all-you-can-eat buffets for lunch and dinner Monday through Friday. Breakfast and weekend meals are light fare. Floor lounges and laundry facilities are available for residents. Two head residents live in the facility. A resident assistant is assigned to each floor.

Housing Rates

Fees for the 2019-20 college year are as follows:* Effective August 1, 2019

<table>
<thead>
<tr>
<th>Service</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application and Maintenance Fee</td>
<td>$250.00**</td>
</tr>
<tr>
<td>Room and Board - Residence Hall</td>
<td></td>
</tr>
<tr>
<td>Double Occupancy</td>
<td>$3,871.00 per semester</td>
</tr>
<tr>
<td></td>
<td>$7,342.00 per academic year</td>
</tr>
<tr>
<td>Full Suite and Single Occupancy</td>
<td>$4,798.00 per semester</td>
</tr>
<tr>
<td></td>
<td>$9,596.00 per academic year</td>
</tr>
<tr>
<td>Flex spending</td>
<td>$75.00 per semester/$150 per Academic Year</td>
</tr>
</tbody>
</table>

Flex spending is required on key card for use in the C-Store, BookZone, and main campus cafeteria.

Summer/Winter Break Rate

NIACC Student ...........................................$125 per week
Non-NIACC Student .....................................$150 per week

All student housing is handicapped accessible.

*These fees are subject to change.

**Housing contracts are for both the fall and spring semesters.

C-Store

North Iowa Area Community College has a campus convenience store. The C-Store, located in the Commons area of the Campus View Housing Complex, offers a variety of items ranging from snacks, toiletries, cleaning supplies, and other items to make life on campus a little easier. For store hours, please contact the Housing Office.

Denial of Housing Privileges

NIACC reserves the right to deny Housing privileges to any student convicted of crimes such as, but not limited to: theft, sexual assault, or drug possession, and students who have been suspended for disciplinary reasons at other colleges.

GPA Contractual Requirements for Residence in Housing

NIACC Student Housing is reserved for currently enrolled NIACC students. Academic performance is reviewed at the completion of each semester. Any student with under a 1.75 GPA will result in the student needing to meet with the Student Conduct Liaison and will result in a housing violation. The plan will remain in place until a student reaches a 2.00 GPA.

NOTE: All housing residents are required to enroll each fall/spring semester in a minimum of 12 semester hours (full-time status). Special consideration,
for a reduced load, must be previously approved before staying in the residence halls or apartments.

Registration and Records

Academic Transcript

Students may request a paper copy of their NIACC transcript by completing the NIACC Transcript Request Form. You may obtain the request form at the NIACC website, www.niacc.edu, or at the NIACC Records Office. If a student is unable to fill out the form, he/she may provide a written request by fax (641-422-4150) to the Records Office to request a transcript. A student may obtain his/her official NIACC transcript at no charge by one of the above methods; however, if five or more are requested at one time, there will be a $2.00 charge per transcript.

NIACC has also partnered with the National Student Clearinghouse for official transcript orders. Students can choose to send an electronic copy of their NIACC transcript by completing a transcript order online through the National Student Clearinghouse website, https://secure.studentclearinghouse.org/. The National Student Clearinghouse is available 24 hours a day, 7 days a week. There will be a $3.25 (increases to $3.50 10/1/2019) processing fee from the National Student Clearinghouse to electronically send the transcript. This service is available for students that attended college credit classes at NIACC after August 2005.

** Please note: Transcripts of work completed at other schools are not available for redistribution by NIACC.

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.

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 consult with a counselor or advisor. This must be completed within the first five days of scheduled classes for 16-week classes or before the second meeting of an evening class.

Dropping a Course: Students who wish to drop a course must consult with a counselor or advisor. The last day to drop a course will be the two-thirds point of the term for 16-week classes.

*Please consult the academic calendar or Records Office for add/drop course deadlines during shortened terms.

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.

Administrative Withdrawal from College

Students that register for classes and fail to make payment will be administratively withdrawn from classes. Students will receive official notice from the college before action is taken with the opportunity to remedy. Students that are administratively withdrawn will receive "W" grades on their permanent record with notation of Administrative Withdrawal.

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).

For the purpose of determining the appropriate academic load for summer enrollment, 3 credit hours is considered full time for students enrolled in Summer 4-week courses, and 6 credit hours is considered full time for students enrolled in Summer 8-week courses. Any student enrolled in 9 or more credit hours for any combination of summer terms is considered full time. (This definition is for academic purposes only. Enrollment levels are different for Financial Aid purposes. Please contact the Financial Aid Office for further information.)

Underage Student Enrollment

Under Iowa Code 260 C.1, access to community college classes for high school students showing academic ability to be successful are allowed enrollment. Success in college courses would be determined by placement testing and high school records/personnel. For any student not yet defined as at least a freshman in high school, the college reserves the right to have policies in place addressing "under-age" enrollment. For more information, contact the Vice President for Student Services.

Credits and Grading

1. STUDENTS FROM ACCREDITED COLLEGES AND UNIVERSITIES
Credit will be granted for courses taken at colleges or universities accredited by The Higher Learning Commission of the North Central Association or similar regional associations. Each student shall submit an official transcript to the Registrar's 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 non-accredited college or may admit the applicant on a provisional basis and provide a means for the validation of some or all of the credit. 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. INTERNATIONAL CREDIT
NIACC may recognize credit from International Colleges and universities for those courses in which the student has earned a grade of "C" or better. If an international student has received college credit from outside of the United States, they must request that an official transcript be directed to the NIACC Records Office. Once received, the NIACC Registrar will perform an evaluation (with assistance of outside evaluator) at no cost to the student. This evaluation process may take up to a semester for completion.

International Students may also request to have their official transcript evaluated through Educational Credential Evaluators, www.ede.org, or World Education Services, www.wes.org for a fee. Please request that the transcript be evaluated on a course by course basis through these services. The evaluation performed by these services must be provided to the NIACC Registrar, whom will utilize these evaluations and transcript applicable credit within 7-10 business days.

4. TRADE/TECHNICAL CREDIT
Generally, NIACC does not recognize credit from a trade or technical college.

5. 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.

6. 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 Development.

Class Attendance
Because regular class attendance contributes to successful course completion, students are expected to attend every class. Instructors publish and distribute attendance policy statements during the first class meeting. Students are responsible for knowing and following those policies.

Non-Registered Guests
Non-registered individuals, regardless of age, are not permitted to attend credit or non-credit classes, use student-designated computer labs and/or visit clinical settings, laboratories, or studios. Additionally, only individuals with the express purpose of testing, will be allowed into the testing centers. Exceptions must have the prior written approval from the Division Chairs, Director of Disability Services, and/or the Vice President for 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.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points</th>
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<tbody>
<tr>
<td>A</td>
<td>4.00</td>
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<tr>
<td>A-</td>
<td>3.67</td>
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<tr>
<td>B+</td>
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<td>B</td>
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<td>D</td>
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<tr>
<td>D-</td>
<td>0.67</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
</tr>
</tbody>
</table>

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" or "Q".

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

Administrative Grade Change Policy
1. If the instructor is available, any change in a final course grade must be initiated by the instructor of the course.

2. If an instructor is unable to complete a grade change or the instructor grants permission, the appropriate Division Chair may act on the instructor’s behalf.

3. Any instructor-initiated request for a change in a final course grade must be submitted by completing a grade change card (available in the NIACC Records Office). If the grade change is an "I" (Incomplete) to a final grade, only the instructor needs to sign the grade change card. If the grade change is a grade to a grade (A-F or P/Q), the instructor and Division Chair are required to sign the card.

4. All grade change cards must be submitted to the NIACC Records Office no later than one semester after the end of the term in which the student was officially registered for the course. No grade changes will be allowed after one semester has passed.
   **For Interim grade, grade changes must be submitted by the end of the following Spring semester.
   **For Summer grades, Grade changes must be submitted by the end of the following Fall semester.

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 and transfer courses are not included in the cumulative grade point average.

Grades and Reports
Midterm reports covering the work for the first half of each term will be available to all students through MyNIACC. These reports are not recorded on the student’s permanent record. Official reports showing final grades will be available to all students through MyNIACC. These reports are not recorded on the student’s permanent record. Official reports showing final grades are not included in the cumulative grade point average.

Additional Credit Options
NIACC offers the following prior Learning Assessment options:

1. PROFICIENCY EXAMINATION: Test-out 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. Test-out fees are calculated based on one half of the current tuition for the credit course and are added to the transcript within the semester completed. These courses will receive a “T” grade.

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.

Each CLEP test is $89 per course (subject to change). There is a $20 administration fee per test and a $10 fee per essay, if essay is required. For registration information contact the Registration/Course Scheduling Coordinator at 641-422-4101 or www.collegeboard.com/clep.

4. MILITARY TRAINING: NIACC awards credit for military experiences based upon the recommendations of the American Council on Education (ACE) the organization which evaluates military and experience programs. See the Registrar for details.

5. PRIOR LEARNING ASSESSMENT (PLA): The PLA Portfolio is a collection of materials prepared by students to describe and document prior learning. The PLA Portfolio stresses learning outcomes rather than simply attendance or participation in events. The PLA Portfolio is developed under the direction of North Iowa Area Community College’s professional staff and is evaluated by the faculty for awarding of credit.

There is a structured method for applying for credit through the PLA Portfolio. Students must be accepted to the college (i.e. apply and have a student identification number assigned) in order to apply for credit through portfolio assessment.

The process begins by talking with an academic adviser at North Iowa Area Community College. In consultation with your academic adviser, determine how credit for prior learning fits within degree requirements. The maximum number of portfolio credit hours accepted for the NIACC degree is thirty (30) semester hours of credit or 50% of the total credits required for the selected program of study.

Once the degree requirements and potential course(s) are determined, the student will need to obtain a list of competencies of the course(s) for which they are seeking credit from the PLA Coordinator and/or faculty and set portfolio objectives.

The student will be required to get signatures from the faculty evaluator and their academic advisor to proceed. Once the document is signed, student will enroll into the PLA Portfolio Course (SDV-949). Portfolios will not be evaluated if this course is not successfully completed.

During the PLA Portfolio Course (SDV-949), the student will prepare a draft of the portfolio. This will be reviewed by the NIACC PLA Coordinator according to the guidelines for PLA Portfolio development. The student will revise, as necessary, and submit the completed portfolio along with the required forms for credit to be granted.

Faculty evaluator(s) will assess competencies presented in the portfolio and make a determination of whether credit is to be awarded or denied or whether additional documentation is required. The PLA Portfolio must demonstrate competencies aligned with the credit sought at an 80% level or higher for credit to be awarded.

Student will be notified as to the results of the evaluation by the faculty evaluator(s). Credit will be placed on the transcript ("L") by the Registrar upon completion of a PLA Portfolio with a passing evaluation. Fees for the portfolio review will be calculated based on one half of the current tuition for the credit course. The credit will not apply to the grade point average calculation. Generally these credits do not transfer to post-secondary institutions.

If application for alternative credit is denied, the student will be notified by the faculty evaluator(s). The application and a copy of the denial letter must be submitted to the Registrar for inclusion in the student’s academic record. The student may appeal the decision to the Vice President of Academic Affairs. The appeal must be made in writing and submitted within 10 business days of the denial.

6. NATIONAL PORTFOLIO EVALUATION SERVICE (LearningCounts.org). The student needs to complete an online portfolio development course through Learning Counts, prepare portfolios for NIACC career/technical or business elective courses for submission of evaluation by national content experts for recommendation of NIACC credit. Fees are payable to Learning
Counts for the portfolio development course and each class portfolio submitted.

*Prior Learning/Alternative credit requests cannot be made to replace a failing grade for a course previously attempted. To be eligible to request prior learning/alternative credit, a student must be currently enrolled and in good standing at NIACC or be eligible for re-admission to the college.

### 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-two (62) semester hours of work consisting of courses whose principal design is for a baccalaureate program. Up to 16 semester hours of career courses can be used as elective credit. Developmental courses 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.

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 41 semester hours:

   - **Communication** ................................................................. 9 s.h.

   - **Social Sciences** ................................................................. 8 s.h.

   - **Humanities** ................................................................. 8 s.h.

   - **Natural Science/Mathematics** ............................................. 20 s.h.

   (must include at least one math and at least one science course)

   - **Distributed Requirement** .................................................. 4 s.h.

   - **Elective**

     - **College Essentials (SDV-199)** .................................... 1 s.h.

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

##### 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-two (62) semester hours of work consisting of courses whose principal design is for a baccalaureate program. Up to 16 semester hours of career courses can be used as elective credit. Developmental courses 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.

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 41 semester hours:

   - **Communication** ................................................................. 9 s.h.

   - **Social Sciences/Humanities** ............................................. 8 s.h.

   - **Natural Science/Mathematics** ............................................ 20 s.h.

   (must include at least one math and at least one science course)

   - **Distributed Requirement** .................................................. 4 s.h.

   - **Elective**

     - **College Essentials (SDV-199)** .................................... 1 s.h.

##### 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 general education skills: communication, social science and/or humanities, and math and/or Science.
Requirements for the degree include:
1. Completion of at least sixty (60) semester hours of a prescribed two-year career curriculum. Developmental courses 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 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.

4. Completion of a general education core of at least 12 semester hours including 3 semester hours from each of the following categories: Communications, Social Science/Humanities, and Natural Science/Mathematics.

**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 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 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.

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.

**Diploma**

Purposes of the diploma include:
1. Provide a diploma goal for students who choose to follow a course of study which is specifically designed to lead to employment.

2. Provide the student with an entry skill level appropriate to the career for which he/she has been preparing.

Requirements for the diploma include:
1. Completion of at least thirty (30) semester hours of credit including a minimum of 3 semester hours of general education credit.

2. 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.

**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.

**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. Student Name
2. Hometown
3. Major field of study (program)
4. Dates of attendance (by term)
5. Enrollment status (full-time or part-time)
6. Degrees and awards received
7. Participation in officially recognized activities and sports
8. Weight and height of members of athletic teams
9. NIACC e-mail address

**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 for Student Services, 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 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 contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as 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 Policy Compliance Office US Department of Education 600 Independence Avenue SW Washington DC 20202-4605

Disclosure of Education Record Information

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

1. Institutions shall obtain written consent from students before disclosing any personally identifiable information from their education records (with the exceptions as noted in sections 2, 3, 4, and 5 below). Such written consent must:
   a. Specify the records to be released,
   b. State the purpose of the disclosure,
   c. Identify the party or class of parties to whom disclosure may be made, and
   d. Be signed and dated by the student.

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:

2. 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. 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). (Institutions are not required to disclose information under this guideline and NIACC may choose not to disclose.)
   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.

6. Institutions may also disclose personally identifiable information from a student’s education records to a third party if the eligible student has signed and dated a written consent form which is presented to a school official by the third party.

Graduation

Application for Graduation

Students who plan to receive a degree or diploma, after the completion of coursework for spring or summer, must file an Application for Graduation form with the Registrar by March 1.

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.) However, the General Education core status for courses will be determined by the status of the course during the term it was taken. 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, diploma, or certificate. 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, diploma, or certificate at the time of completion of requirements.

Attendance at the Commencement Ceremony is one of the requirements for receiving a degree, diploma, or certificate 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. Midyear graduates will have the opportunity to respond by mail if they intend to participate in the graduation ceremony.

Dean's List/President's List Policy

The Dean's List is an official recognition of outstanding academic achievement by students. This recognition is awarded at the end of the Fall and Spring semesters.

Students who complete a minimum of six semester hours and earn a 3.25-3.49 term grade point average in an academic semester will be honored by being named to the Dean's List.

Students who complete a minimum of six semester hours and earn a 3.5-4.0 term grade point average in an academic semester will be honored by being named to the President's List.

Developmental courses are not used in calculating the cumulative grade point average, however, developmental credits are included in the number of credits for the Dean's/President’s Lists. Incomplete or blank grades at the time lists are calculated will disqualify a student from the list.

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.

Students required or advised to take a pass/no pass course to meet their degree or diploma requirements will not be excluded from graduation honors.

Graduation Recognition

Graduating students will receive honor cords for the following:

- Phi Theta Kappa - gold cord
- Highest Honors (cumulative GPA of 3.5 or higher as of Fall 2019) - blue cord
- Honors (cumulative GPA of 3.25 - 3.49 as of Fall 2019) - white cord
- TRIO-Student Support Services - Red and Black cord
- Military Service - red, white, and blue cord
- Volunteer Service - silver cord

1. The first four cords will be identified through existing information.

2. To receive a Military Service cord, please contact the Student Development Office (AB104) to self-identify your service. Either stop in person or call 641-422-4208.

3. To receive the Volunteer Service cord, representing campus or community service completed while attending NIACC, please complete a Volunteer Service form. This form may be submitted online at: www.niacc.edu/graduationinfo or in person at the Student Development Office (AB104).

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 (including transfer credit) 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.

Students required or advised to take a pass/no pass course to meet their degree or diploma requirements will not be excluded from the Hall of Fame.

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, the 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.

Payment Plans/Policies

One Payment Plan Per Semester
Pay each semester’s charges in full. Fall semester bill will be available through MyNIACC in July and is due in full August 15, 2019.

Spring semester bill will be available through MyNIACC in December and is due in full January 3, 2020.

 Nelnet Payment Plan
Pay each semester’s charges in monthly installments. Fall semester’s bill will be sent in July and Spring semester’s bill will be sent in December with equal payments due per Nelnet agreement choice. A $25 per semester fee is charged to participate in the Nelnet payment plan.

Failure to Pay
Failure to make payment or failure to attend does not release you from your financial obligation to NIACC.

Failure to pay in full could result in additional actions such as collection proceedings and/or State of Iowa Offset Collections. (Students may also be administratively withdrawn due to non-payment.)

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.

Making Payment Online
To make a payment online, log in to MyNIACC on the NIACC home page, www.NIACC.edu, and select "Pay My Bill" under the Billing heading in the Quick Links section of the page. You may pay with MasterCard, Visa, or Discover, debit or credit.

Registration Process

Registration
Student registration consists of: (1) selecting appropriate courses through MyNIACC; (2) program planning with an academic advisor; (3) the student is then released to register online; (4) registering through MyNIACC and (5) payment of tuition and fees arranged with the Business Office. All steps must be taken before registration is complete.

Course schedules, through MyNIACC, can be found by selecting “View Course Offerings” under the Academic heading in the quick links section of the page and course selection is completed through the “Search and Register for Classes” quick link, once the schedule is released by the Office of the Vice President for Academic Affairs.

Registration information for credit courses is also 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 Counseling Office at 1-888-466-4222, Ext. 4207.

Policy for Auditing a Class
Students who wish to audit classes may do so at the discretion of the instructor and the written approval of the Division Chair on the Course Audit Approval form that may be obtained from a counselor. 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.

Policy for Maximum Credit
Full-time status at NIACC is 12 or more credit hours per semester. Any student requesting enrollment over 20 credit hours per semester will be required to meet with the Registrar or the Vice President for Student Services for permission.

Residency Policy Guidelines

Reclassification of Non-resident Status
In determining resident or non-resident classification, the primary determination is the reason a person is in the state of Iowa. If a person is in the state primarily for educational purposes, that person will be considered a non-resident. The burden of establishing the reason a person is in Iowa for other than educational purposes rests with the student. The second determination will be the length of time a person has resided in Iowa. An individual must document residing in the state of Iowa for at least 90 days prior to the academic term for which residency status is sought.

Procedure
1. Students shall complete the “Application for Resident Classification” form.
2. Students shall submit the “Application for Resident Classification” form to the Office of the Registrar prior to registering for the academic term for which residency status is sought.
3. Students requesting residency status shall submit documentary evidence of an established domicile within the State of Iowa for at least 90 days prior to the academic term for which residency status is sought.

In addition, the student shall submit any two 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. Other similar evidence

4. Copies of the documentary evidence shall be attached to the “Application for Resident Classification” form.

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.

The “Application for Resident Classification” form and documentary evidence shall be filed in the Records Office.

Students may appeal the denial of residency status to the Vice President for Student Services whose administrative decision shall be final.
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 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 x 50% = $500, the amount the college can apply to charges.

$1000 x 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 ..............................................................$500
Adjusted balance due ..............................................$500

Total amount the student will owe = $525 ($500 to NIACC for uncovered tuition and fees and $125 of unearned cash refund to the U.S. Department of Education.)

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.)

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.

## 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. Residency
   - a) Non-Iowa residents pay at the rate of 150 percent of the Iowa resident tuition rate.
   - b) Individuals 65 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, 2017, and is subject to change or modification.*

<table>
<thead>
<tr>
<th>SEMESTER</th>
<th>IOWA RESIDENT TUITION</th>
<th>NON-IOWA RESIDENT TUITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOAD</td>
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<tr>
<td>1</td>
<td>$159.75</td>
<td>$239.63</td>
</tr>
<tr>
<td>2</td>
<td>319.50</td>
<td>479.26</td>
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</table>

### ICCOC Fees

Tuition .................................................................$189/course credit hour
Made up of the following fees:

- ICCOC Fee .........................................................$10.00
- Instructor’s Home College ...................................$102.00
- Student’s Home College Fee ...............................$77.00

NIACC Singers

Uniform Rental ....................................................$25/semester

### Applied Music Fees

Piano, vocal, & instrumental .........................$122.50/course credit hour

**Tuition and Fees**

**20 HOUR CAP ON TUITION AND FEES**

**Materials, Lab, and Supplies Fees** support a variety of educational and student services programs.

**SEMESTER**

**MATERIALS/ LAB AND ACTIVITIES TECHNOLOGY**

<table>
<thead>
<tr>
<th>LOAD</th>
<th>SUPPLIES FEE**</th>
<th>FEE</th>
<th>FEE</th>
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</tr>
<tr>
<td>20</td>
<td>240.00</td>
<td>90.00</td>
<td>210.00</td>
</tr>
</tbody>
</table>

* 20 HOUR CAP ON TUITION AND FEES
Other Fees
Transcript fee ..............................................................no charge

Tuition Refund

Students who wish to cancel their registration must notify the Registrar’s Office in writing before the first day of the term. 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 are made for withdrawals according to the following schedule:

Days are defined as Monday through Friday, holidays excluded. Day count begins with the beginning date of the term.

16-Week Term Refund
1-5 Days of Term ............................................................... 100%
6-10 Days of Term .......................................................... 50%
After 10th Day ................................................................. No Refund

6 & 8-Week Term Refund
1-3 Days of Term ............................................................... 100%
4-5 Days of Term .............................................................. 50%
After 5th Day ................................................................. No Refund

Winterim and 4-Week Term Refund
1 Day of Term ................................................................. 100%
2-5 Days of Term ........................................................... 50%
After 5th Day ................................................................. No Refund

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 THREE (3) WEEKS IN LENGTH.

Ordered to Active Duty Withdrawal Options

Students or the spouse of a member of the military, if the member has a dependent child, who are ordered to active military duty during an enrollment period will be provided the following three options:

1. Withdrawal and a 100% refund of tuition and fees.
2. Withdrawal and credit the charges for the same number of semester hours toward a future term of enrollment. This option is only available after all applicable refund periods have expired and the student’s account has been paid in full.
3. Accelerate the course and earn credit prior to departure for active military duty. Student must have instructor permission to use this option.

Readmission of Service Members

NIACC will promptly readmit a service member with the same academic status that the student had when last attending school or accepted for admission to the school. This requirement supersedes state law to include readmitting to the next class even if that class is at the maximum enrollment level set by the state.

Please notify the Veteran’s Affairs Office (Administration Building, Room 104) of military service obligation and notification of intent to return to NIACC.

Military Refund Policy—Tuition Assistance

NIACC will return any unearned Federal Tuition Assistance on a proportional basis through at least the 60% portion of the period for which the funds were provided. This policy will align with students receiving Title IV financial aid under section 484B of the Department of Education Title IV of Higher Ed Act of 1965.

This refund schedule is ONLY applicable to eligible U.S. Service members who have paid for all or a portion of their course tuition using Military Tuition Assistance (TA)

Cancellation or Non-Attendance (TA Funds)

Cancelling registration in a course before the course begins will result in a return of all TA funds to the appropriate Military Service. This also applies to non-attendance in a course or classes cancelled by NIACC.

Your potential refund amount is based on when you submit your withdrawal paperwork to the NIACC Records Office.

Veterans Benefits and Transition Act of 2018

NIACC will ensure that Chapter 31 (Vocational Rehabilitation) and Chapter 33 (Post 9/11 GI Bill) recipients will not be imposed the following penalties in the event of a delay in disbursement of a tuition payment by the U.S. Department of Veterans Affairs.

The assessment of late fees;
The denial of access to classes,
libraries or other institutional facilities and/or
require the student to borrow additional funds to cover financial obligations at the institution.
Student Government and Campus-Sponsored Clubs and Organizations

Through the Student Activities Fee allocation, NIACC sponsors a wide variety of campus activities, student clubs and organizations, and resources. In addition to funding the Student Government sponsored campus activities, student fees are allocated to athletics, student health services, intramurals, new student orientation, and clubs and organizations.

STUDENT GOVERNMENT

Student Government is defined as a one-credit course designed to act as both the student governing body as well as the campus activities board. Student Government is open to any eligible student who wants to become involved. Tuition waivers are available to Student Government members if they complete the course with a “B–” level grade or higher.

After registering for the one-credit class, a governor becomes a voice for student concerns, participates on various decision-making committees, becomes a project leader for one of the Student Government-sponsored activities (movie night, dance, community service project, etc.), and helps as a student volunteer when called upon.

A governor is eventually graded on his/her participation, leadership, and volunteering in the various activities sponsored by the Student Government. In addition to representing the Student Government as a leader on campus, each governor is able, based on his/her efforts, to travel to various leadership and development conferences.

The process by which the Student Activity Fees are allocated is conducted by the Student Government through an outline of criteria established for the purpose of defining the groups as an approved club or organization, discussion of requested funds, and a three-fourths majority vote.

CAMPUS-SPONSORED CLUBS

Clubs are associated with an academic department, but membership is open to all students. Each club must have a constitution on file with the Student Government.

<table>
<thead>
<tr>
<th>Current Clubs</th>
<th>Related Academic Department</th>
<th>Advisor(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Manufacturing Club</td>
<td>Tool &amp; Die</td>
<td>Randy Bonde / Kevin Loree</td>
</tr>
<tr>
<td>Ag Club</td>
<td>Agriculture</td>
<td>Joel Morrical / Kevin Muhlenbruch</td>
</tr>
<tr>
<td>American Sign Language (ASL)</td>
<td>Student Development</td>
<td>Linda Albers</td>
</tr>
<tr>
<td>Anime Club</td>
<td>Student Development</td>
<td>Jeff Platt</td>
</tr>
<tr>
<td>Art Club</td>
<td>Art</td>
<td>Wayne Allison</td>
</tr>
<tr>
<td>Automotive Club</td>
<td>Automotive</td>
<td>Rob Heimbuch / Rob Hermann</td>
</tr>
<tr>
<td>Campus Ministry Association</td>
<td>Student Development</td>
<td>Rev. Brent Hamilton</td>
</tr>
<tr>
<td>Carpentry Service Association (CSA)</td>
<td>Building Trades</td>
<td>Gregg Helmich</td>
</tr>
<tr>
<td>Chess Club</td>
<td>Mathematics</td>
<td>Paul Hertzel</td>
</tr>
<tr>
<td>Club Latino</td>
<td>Student Development</td>
<td>Eduardo Perez</td>
</tr>
<tr>
<td>Collegiate Entrepreneurs' Organization (CEO)</td>
<td>Pappajohn Entrepreneurial Center</td>
<td>Kelley O'Rourke</td>
</tr>
<tr>
<td>Criminal Justice Club</td>
<td>Social Science</td>
<td>George O'Donnell</td>
</tr>
<tr>
<td>Cyber Defense Club</td>
<td>Business</td>
<td>Mike Dirksen / Jesse Gobeli</td>
</tr>
<tr>
<td>Disc Golf Club</td>
<td>Student Development</td>
<td>Charles Schroeder</td>
</tr>
</tbody>
</table>
Each year a new budget is established. A club may request student activities funds for the following purposes:

1. Attendance of members and club advisors at conferences and workshops (Reasonable request for transportation, lodging, and registration. No meals provided for club members. Advisors may be reimbursed through their department or the club budget.)

2. Special events for members such as banquets, honor induction ceremonies.

3. Educational/social programs sponsored by the club but open to the public (expenses such as speaker fees, refreshments, etc.)

4. Leadership development activities (for club members only).

Clubs are encouraged to organize fund-raising events to further their mission.

**Advanced Manufacturing Club**
The NIACC Advanced Manufacturing Club explores career opportunities within the chosen education track by field trips and seminars held throughout the year.

**Ag Club**
If you're interested in agriculture, then Ag Club is for you. Activities may include club trips, livestock sales, ag career seminars, fundraisers, ag farm days for local elementary schools and state and national conferences. You can be as active as you would like to be. We also have individual interest groups including cattle, swine, crops, and bees for you to become involved in. Come check us out today!

**American Sign Language (ASL) Club**
The purpose of the American Sign Language Club is to give students the opportunity to improve their signing skills in an informal setting.

**Anime Club**
Enjoy the Anime experience through the Anime club! The club is an informal social group who enjoy activities such as videos, workshops, community service, and exploring the Japanese culture through animation!

**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 an opportunity to view internationally recognized art.
Automotive Club
The automotive club is a great way to get involved in automotive activities. Club members have the opportunity to visit local raceways and car shows, and build prototype vehicles and high performance cars and trucks. Students also get involved in the community by participating in fundraising events and automotive competitions.

Campus Ministry Association
Campus Ministry Association (CMA) exists to help college students find their purpose in life, make healthy choices, know that true love transforms lives and convey the answer to a hurting world around us. The mission of Campus Ministries at NIACC is to help students explore the world in light of God’s plans and purposes for them as they learn, grow, and make a difference in the world. Campus Ministry provides a great opportunity for students to meet new people and to form meaningful relationships. Club activities include weekly large and small group gatherings, an annual retreat and mission trip, Bible studies, worship, prayer, fellowship, and local service and outreach projects.

Carpentry Student Association (CSA)
The Carpentry Student Association fosters personal growth, leadership, and opportunities in Building Trades, innovation, design, and engineering. Members apply and integrate carpentry and mathematics concepts through co-curricular activities, competitive events, and service-learning activities which benefit the community. Students in engineering and construction-related fields are encouraged to join.

Chess Club
The Chess Club is an informal association of faculty, staff and students who enjoy the game of chess. Both boards and clocks are available in the Mathematics Division, and space for playing is provided in the math lab, MH012. It has become a tradition to hold a speed chess tournament in the spring semester.

Club Latino
The purpose of Club Latino is to support the academic attainment, cultural heritage and leadership opportunities for Hispanic/Latino students at NIACC. Club Latino members seek to ensure NIACC students excel in their academic, professional, and personal life.

Collegiate Entrepreneurs’ Organization (CEO)
The Collegiate Entrepreneurs’ Organization (CEO) chapter provides its members with opportunities to gain insights to new venture creation and the operation of a new enterprise. Activities include regular chapter meetings with guest speakers, attending CEO national conferences, and fund-raising activities. The CEO chapter is a member of the national CEO organization, and students from all academic areas are encouraged to become members.

Criminal Justice Club
Anyone planning on a career in law enforcement should join the Criminal Justice Club for a great defense. The club works to explore, research, and learn police defensive tactics in a scientific and responsible format, which reduces and/or minimizes the risk of injury to the participants while enhancing and positively challenging the participants physically, mentally, and psychologically in a manner that will prove beneficial in their professional lives.

Cyber Defense Club
Cyber Defense is an organization of students that build, secure, and attack networks within the IT programs. All students are welcome to participate and will fit right in with ideas and hard work to have some fun. Cyber Defense competes annually at Iowa State University and is currently working to expand competitions to other locations and competitions. Having fun while developing a network then attacking to see who can access the other teams during the attack phase always adds excitement and a way to build team work.

Disc Golf Club
Explore a new form of physical exercise and entertainment through the Disc Golf Club. It provides an opportunity for students to interact in a social and fun environment. Members take field trips to area disc golf courses as well as participate in area tournaments. Students of all skill levels are welcome and can participate in field trips and tournaments.

Education Club
Learn something new in the Education Club. The club introduces students to the professions of teaching through fields trips, speakers, and social experiences with other future teachers. The club is open to all students regardless of their level of commitment to the teaching profession.

Equality Alliance
The Equality Alliance is NIACC’s LGBT (lesbian, gay, bisexual, transgender, and heterosexual ally) student organization. Our mission is threefold: 1) Educate the NIACC community about gay, lesbian, bisexual, transgender, and straight ally issues; 2) Support members of the NIACC community who are coming to accept their sexual and/or gender orientation; 3) Create a safe place for all NIACC students to come together socially and be themselves without the fear of reprisal from bigoted or intolerant people.

Fellowship of Christian Athletes

Global Diversity
Students are welcome to attend monthly Global Diversity meetings. The committee includes NIACC’s President, Dr. Steve Schulz, staff and faculty. Campus diversity is the purpose of the committee. The Global Diversity committee plan campus activities to create awareness and make decisions for an optimal campus environment. Global Diversity’s philosophy/mission statement: “The College seeks to make NIACC a safe, welcoming, and inclusive environment for all students, faculty, staff, and visitors. The College encourages all to respect and appreciate diversity. Examining different perspectives, approaches, and thoughts is an important part of learning and can enrich and help prepare students for living in, serving, and contributing to a global society. As an educational institution, NIACC will strive to support and respect differences in the world and to learn from these differences.”
Human Services Club
The Human Services Club is for all students interested in careers in some type of counseling or working with individuals with exceptionalities (physical, emotional, developmental). Students may be psychology, human services, or social work majors. The purpose of the club is to provide information on career topics, trends in the area of counseling, transfer issues, and job opportunities. Individuals working in the area are invited as guest speakers to help inform students about specific job-related issues.

International Students and Friends
The International Students and Friends Club supports international students, students for whom English is not their first language, and students who have emigrated to the United States. The Club also invites all students to get involved with students from other cultures and backgrounds. Opportunities are provided to explore local culture, get to know faculty and staff, and attend social events. Special recognition is provided for outstanding international students.

Karate Club
The purpose of the NIACC Karate Club is to give students the opportunity to train in a traditional Japanese Budo, thereby exposing them to the martial arts of Japan and exposing to aspects of Far Eastern and Japanese culture. Students also develop self-defense and fighting skills along with participating in a physical activity by which they may improve their overall health. Finally, students enjoy the social aspect of participating and learning in an activity with other like-minded individuals.

Math and Engineering Club
The Math and Engineering Club provides various opportunities, for students with a range of mathematical abilities and interests, to participate in mathematical and engineering activities. Since the club began in 1997, members have competed in a national student mathematics competition, attended regional mathematics meetings, and sponsored a variety of activities celebrating Math Awareness Month which is held in April. Events provide students opportunities to interact with the NIACC faculty on a more informal basis.

Military Student Group
The Military Student Group at NIACC invites anyone who has previously or is currently serving in the Armed Forces, as well as those with a relational affiliation (e.g. spouse, partner, sibling, friend) to join us as we engage in community service, promote awareness of military student issues at NIACC and in the state of Iowa, and develop camaraderie through social activities.

National Alliance on Mental Illness
We have all been affected by mental illness in one way or another. NAMI on Campus is open to students, faculty, and staff providing information and resources to support mental health and to empower individuals to take action on the NIACC campus. Mental illness impacts the lives of at least one in four adults and one in 10 children across the United States. NAMI on the NIACC campus exists to help ensure that all individuals have positive and successful college experiences by providing support in improving the wellness and quality of live of all NIACC students affected by mental illness. Everyone can be part of the solution.

NIACC Foam Fighting Club
The club provides a fun and entertaining form of physical exercise through the live-action medieval combat battle-game call Belegarth. Members take field trips to Belegarth events and clubs where they can fight with up to 500 combatants. Membership is open to students of all skill levels at any time of year, and loaner gear is available for new members.

NIACC Investment Club
The NIACC Investment Club is a student-run organization that provides a practical way for students to enhance their knowledge and awareness of personal investing. The mission of the Investment Club is to educate students on the “why” to invest as well as general introductory investment knowledge tools on "how" to invest.

Nursing Club
Nursing students will benefit from joining NIACC’s Nursing Club. The club hosts informational and social meetings for all nursing students during the year. Nursing students often participate together for community service projects.

Physical Therapist Assistant Club
The PTA Club is open to students interested in physical therapy. The Club promotes public awareness of physical therapy as well as professionalism and leadership among PTA students. Members meet monthly to plan physical therapy activities, volunteer activities, and social events.

Ski and Snowboard Club
The NIACC Ski and Snowboard Club is an outdoor snow-sports student organization. The club plans several weekend day trips to local ski resorts such as Mount Kato, Afton Alps, or Welch Village; local cross country skiing and a trip to the Rocky Mountains (Colorado or Montana) during Spring Break. We negotiate competitive ski and transportation rates. It’s great fun to go skiing or snowboarding with a group. At the end of the day, you can sit back and enjoy the bus ride home without the worry of driving. Learn more, look at photos or our trips, fill out an application, and sign up for the free club e-mail newsletter on the club website. Think SNOW!

Tennis Club
Service up some fun with the Tennis Club. Members can become active while playing the game of tennis for the pursuit of leisure and fitness. The tennis club meets monthly on Sunday afternoons.
Trio & Friends
The Trio & Friends club is open to all NIACC students registered for three (3) credits or more each semester. This club develops a service and social network with NIACC Trio students. Club members will provide service to NIACC, its students, and the Mason City community. Meeting times and locations will be determined according to best availability of club members and meeting locations. Meetings will occur at least monthly but no more than by-weekly.

Wellness Club
Come learn about the different dimensions of wellness. This club will focus on the eight dimensions of wellness: physical, emotional, social, spiritual, intellectual, environmental, occupational, and financial. We will explore how the dimensions work together and how they impact overall quality of life.

Women in Leadership & Learning
The Women in Leadership and Learning (WILL) club promotes equity and education for women and girls. Its mission is to foster the next generation of women in leadership and in the work place and believes that together we can transform society for the better. Our vision is uniting people behind the common goal of breaking through educational and economic barriers for women and girls. We value and seek a diverse membership. There are no barriers for full participation in the club on the basis of gender, race, creed, age, sexual orientation, national orientation or disability.

Campus Sponsored Organizations
Organizations are activities which are associated with academic departments and are designed to provide co-curricular opportunities for students with special interests and talents. Their activities are enjoyed by the entire student body.

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<td>Vocal Music</td>
<td>Music</td>
<td>Jayson Ryner</td>
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Other student services/activities receiving Student Activities funding:
- Health Services
- Pathways to Success

Collegiate Athletics
NIACC athletes are on top of the game and have won honors such as conference titles, regional titles, and even national championships. NIACC takes pride in a long and successful athletic history. The athletic program emphasizes the total development of the student-athlete: academic development, athletic development, and social development.

Cheerleading
For information on the NIACC Cheerleading Team, contact Sandy Schupanitz at scup4@q.com.

Dance Team
The NIACC Trojan Dance Team is a performance and competitive based dance team. They perform at Trojan Athletic events and compete at the Iowa State Dance Team Competition. They perform jazz, pom and hip hop routines that are technically demanding, high energy and crowd pleasing. NIACC Trojan Dancers should be prepared to be totally committed to the program and understand that attendance at all practices, performances and special events is required. NIACC Trojan Dancers are expected to carry themselves with pride, high standards and good judgement, knowing that their actions and behavior reflect upon their team and the North Iowa Area Community College.

Instrumental Music
You can actually join up to three ensembles right at NIACC — The North Iowa Concert Band, the North Iowa Symphony Orchestra, and NIACC Jazz Ensemble. 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.
Participants often use the state-of-the-art Recreation Center. Activities may include basketball, flag football, one-on-one basketball, tennis, free-throw contest, volleyball, slam dunk, and more!

**LOGOS Lite**

NIACC Logos Lite is a publication to showcase student works, publishes monthly online content as well as a printed publication at the end of the fall and spring semesters. The content includes the exemplary work from those enrolled in the Logos class. These students have an interest in learning more about the process of creating a print publication. NIACC Logos Lite showcases work from students, in other classes, identified by NIACC instructors. With permission and encouragement from NIACC’s students, instructors submit outstanding student work. This college publication showcases the work created by NIACC students!

**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 12 semester hours at NIACC and be enrolled in at least three semester hours of classes. P/Q classes cannot be used toward meeting this criteria.

**Student Government**

Student Government is defined as a one-credit course designed to act as both the student governing body as well as the campus activities board. Student Government is open to any student who wants to become involved. Tuition waivers are available to Student Government members if they complete the course with a “B–” level grade or higher.

After registering for the one-credit class, a senator becomes a voice for student concerns, participates on various decision-making committees, becomes a project leader for one of the Student Government-sponsored activities (movie night, dance, community service project, etc.), and helps as a student volunteer when called upon.

**Vocal Music**

The NIACC Concert Choir is an open ensemble. Students sing classic choral literature in the fall term and popular music in the spring term. Together with the NIACC Singers we produce the annual spring variety show QUODLIBET and the bi-annual Candlelight Christmas.

The NIACC Singers is the college’s auditioned show choir. The NIACC Singers perform on and off campus including the Candlelight Christmas and international travel in opposite years. Singers can contact Jayson Ryner for an audition. Members of the NIACC Singers must also be members of the NIACC Concert Choir. Both groups are offered for humanities credit!

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**Annual Notice of Nondiscrimination**

It is the policy of North Iowa Area Community College not to discriminate on the basis of race, color, national origin, sex (including pregnancy), disability, age (employment), sexual orientation, gender identity, genetic information, creed, religion, and actual or potential parental, family or marital status, or veteran’s status in its programs, activities or employment practices as required by the Iowa Code sections §§ 216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

If you have questions or complaints related to compliance with this policy, please contact Shelly Schmit, EEO/AA Officer, 500 College Drive, Mason City, IA 50401, phone number 641-422-4211, email shelly.schmit@niacc.edu, or Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661, phone number 312-730-1560, fax 312-730-1576.