



**STUDENT  
HANDBOOK**  
2023-2024





## STUDENT HANDBOOK

## CONSUMER INFORMATION

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

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/>. 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responsibility for certain educational institutions, and, for proprietary institutions, a tuition refund policy for withdrawn, students.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>





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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; Guided Studies; 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:

Cumulative Registered Credits	Minimum Required GPA
0 - 15	1.50
16 - 30	1.70
31 or more	2.00

### 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 an academic advisor to develop an Academic Success Plan.

#### Probationary Review:

If at the end of the probationary semester a student:

- Earns a cumulative GPA at or higher than the minimum required GPA, the student returns to good academic 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 probationary process:

If your current probation is a result of:	You earn the following Term GPA the next semester:	And you earn the following cumulative GPA:	Your status for the next semester will be:
Cumulative GPA	2.00 or higher	Minimum for credit	Good Standing
Cumulative GPA	2.00 or higher	Less than minimum for credit	Probation
Cumulative GPA	Less than 2.00	Less than minimum for credit	Suspension

### 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 probationary 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 26 – 30).*

#### 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 an advisor 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."
- B. If you decide that you wish to pursue a "Fresh Start" in view of the previous information, or if you are not yet certain if this is the right option for you at this time, you may request a transcript from the Records Office and make an appointment to meet with an advisor to discuss this matter.
- C. When you have obtained your transcript and written your letter of appeal addressing your previous situation and how that situation has changed so that you will be more successful academically, meet with the advisor. He/she will be able to look at your records and your letter to go over the process with you to help you decide if you should proceed with the "Fresh Start." **If you decide not to proceed, no further action is required.**
- D. If you decide to proceed with the "Fresh Start" petition, the advisor should complete Section II of the petition. The advisor should sign and date this section.
- E. The complete petition should be sent to Registrar, North Iowa Area Community College, 500 College Drive, Mason City, IA 50401.
- F. The Records Office will proceed as follows when the decision is

received:

1. Amend the student's academic record based on the semester(s) indicated by the decision. The grades for the appropriate semester are amended to an "O" meaning grade requital which automatically is not calculated in degree audit.
  2. Add the comment line, "Fresh Start Term," after the appropriate semester(s) on the academic transcript.
  3. Retain documentation of the decision in the Records Office for at least five years.
- G. The student has the right to request reconsideration of the decision. Such an appeal must be made in writing to Vice President of Student Development and Success within thirty (30) days after the decision was communicated to the student. If the student wishes to appear in person before a Committee to support his/her request, the student should indicate that fact in the letter.

## 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 Division Chairperson or advisor from Student Development regarding the procedure in appealing alleged capricious grades.

### 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 submit a petition to the appropriate division chairperson, 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. This petition must be submitted no later than the end of the fourth week of the following semester, (fourth week of the June summer term for spring classes). **On the basis of a consideration of the student's petition, the instructor's response, interviews, and other material collected, the division chairperson will render a decision within 21 days of receipt of the petition.** 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.

The division chairperson will rendering 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. If the petition requires further consideration, the Division Chairperson will submit the petition and support materials to the Vice President of Academic Affairs and Student Learning for further investigation.
3. If the student disagrees with the outcome of step two, the student may appeal in writing to the Vice President of Academic Affairs and **Student Learning. On the basis of a consideration of the student's petition, the instructor's response, and interviews with the student, instructor, division chairperson, and others as warranted by the situation including the Vice President of Student Development and Success (which may include a meeting with the student and the instructor separately or together), the Vice President of Academic Affairs and Student Learning will, within 21 calendar days, 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. Next steps will be included in the rendering.

The decision of the Vice President of Academic Affairs and Student Learning will be communicated, in writing, to the student, instructor, division chairperson, and the Vice President of Student Development and Success. The decision of the Vice President of Academic Affairs and Student Learning will be rendered final.

## Crisis Response Statement

During a time of crisis, NIACC reserves the right to transition any individual course, academic semester portion of a course, or portion of any academic semester to an alternative mode of delivery including virtual delivery, hybrid, or online. As circumstances around a crisis unfold, NIACC reserves the right to transition any individual course, academic semester, portion of a course, or portion of an academic semester back to 100% roster capacity and class time in the face-to-face classroom.

## Eye Safety Information

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

processes used in the courses.

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

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

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

## 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 of Student Development and Success or Vice President of Academic Affairs and Student Learning.
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://iowacollegeaid.gov/StudentComplaintForm>

## Health Science COVID 19 Vaccination Exemption Application Process

1. All applications for COVID 19 vaccination exemptions must be made a minimum of four weeks prior to the start date of *any courses* requiring the COVID 19 vaccination.
2. To apply for a COVID 19 vaccination exemption for medical or religious reasons, students should contact Dr. Whitney Johnston ([Whitney.Johnston@niacc.edu](mailto:Whitney.Johnston@niacc.edu)), Health Science and STEM Division Chairperson, to obtain the appropriate waiver form.
3. Completed forms should be returned to Dr. Whitney Johnston ([Whitney.Johnston@niacc.edu](mailto:Whitney.Johnston@niacc.edu)) via email or in person to the Nursing Office (McAllister Hall), *prior to the beginning of the academic term.*
4. Students will be notified about the exemption outcome (via e-mail) within 72 hours of receipt of their completed waiver application.

5. If the student disagrees with the outcome of step 4, the student may appeal in writing to the Vice President of Student Development and Success. The appeal should include the exemption form(s), the **Division Chair's response, and any additional information that will assist** in making a final determination. The Vice President of Student Development and Success will, within 5 business days, make one of the following decisions:
  - a. The decision of the Division Chair will stand.
  - b. The additional information provided by the student requires further consideration.
6. The decision of the Vice President of Student Development and Success will be rendered final.

## 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 (<https://www.niacc.edu/apply-for-admission/>)
2. A \$150 (USD) non-refundable processing fee that will be added to **the students' bill upon registration for classes.**
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. If taken the ACT or SAT test, please provide these test scores. If not, you will be required to take placement exams online, prior to arrival and registration for classes.
7. A bank statement showing sufficient funds to cover the cost of attendance for two semesters/one academic year (not including scholarships) and/or other official financial documents that would show such funds available AND an affidavit of support completed by person(s) legally responsible for all payment.
  - All international students are required to pay a \$2000 deposit prior to enrolling in classes their first semester. The \$2000 deposit will be put towards tuition and fees. If starting in the fall semester, the deposit will be due on August 1; if starting in the spring semester, the deposit will be due January 1. A payment plan may be set-up for remaining balance each semester but must be paid in full prior to enrolling for following semester.
8. Proof of English proficiency is required. See the information listed below.
9. Student Transfer-In form (completed ONLY by students transferring-in to NIACC from another high school or college/university in the US).
10. Complete the housing application—upon acceptance

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 the Immigration Officer 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. Prior to your visa being issued, international students are required to complete an I-901 form and pay a SEVIS fee of \$350. Visit your Consulate/Embassy website to schedule your visa interview and complete the Form DS-160 at: (<https://travel.state.gov/content/travel.html>). For more information: <https://www.niacc.edu/admissions/international-students/>

International Students are required to enroll in health insurance through 1<sup>st</sup> Agency, Inc. upon enrollment in courses at North Iowa Area Community

College. The Student Development Office Manager will enroll ALL 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 1<sup>st</sup> Agency Plan Summary and Claim Forms may be found at: <https://www.1stagency.com/> There is no exemption from this requirement.

### 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: Australia, 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, Nigeria, 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:

(Minimum Scores)	
TOEFL Internet-based test .....	60
TOEFL Paper-based test .....	490
IELTS test .....	5.5
EIKEN Grade .....	2A
SEPT-SAKAE Score .....	5
GTEC-CBT Score .....	975
PTE Academic .....	44

### 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.

### Personal Information Protection Law of the People's Republic of China

(Adopted at the 30th meeting of the Standing Committee of the 13th National People's Congress on August 20, 2021) To view the full policy, go to: <https://www.china-briefing.com/news/the-prc-personal-information-protection-law-final-a-full-translation/>

## Covid

The College will continue to be fluid in its safety protocols adjusting to public health changes as necessary.

The College encourages vaccination and continued health safety protocols to control the spread of COVID and its variants. Employees, students, and



guests are encouraged to wash your hands frequently, get tested for Covid if needed and stay at home or in your room if you have a confirmed case of Covid. Wearing a mask can protect you from Covid as well as block droplets and particles you breathe, cough, or sneeze out so you do not spread them to others. When wearing a mask, it is important to choose one that fits closely to your face over your mouth and nose.

## 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](http://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 as well as outside vendors, suppliers and guests. 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 investigatory 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 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.

This policy covers all prohibited actions that occur (a) on College owned, leased or operated premises; (b) at College-sponsored activities, and (c) while doing business on behalf of 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.

### Definitions

- *Advisor* means a person chosen by a party or appointed by the institution to accompany the party to meetings related to the resolution process, to advise the party on that process, and to conduct cross-examination for the party at the hearing, if any.
- *College* is North Iowa Area Community College
- *Complainant* means an individual who is alleged to be the victim of conduct that could constitute harassment or discrimination based on a protected class; or retaliation for engaging in a protected activity.
- *Complaint (formal)* means a document filed/signed by a Complainant or signed by the Title IX Coordinator alleging harassment or discrimination based on a protected class or retaliation for engaging in a protected activity against a Respondent and requesting that the recipient investigate the allegation.

- *Confidential Resource* means an employee who is not a Mandated Reporter of notice of harassment, discrimination, and/or retaliation (irrespective of Clery Act Campus Security Authority status).
- *Day* means a business day when NIACC is in normal operation.
- *Education program or activity* means locations, events, or circumstances where NIACC exercises substantial control over both the Respondent and the context in which the sexual harassment or discrimination occurs and also includes any building owned or controlled by a student organization that is officially recognized by NIACC.
- *Final Determination*: A conclusion by the standard of evidence that the alleged conduct occurred and whether it did or did not violate policy.
- *Finding*: A conclusion by the standard of evidence that the conduct did or did not occur as alleged.
- *Formal Grievance Process* means a method of formal resolution designated by the recipient to address conduct that falls within the policies included below, and which complies with the requirements of 34 CFR Part 106.45.
- *Hearing Decision-maker* refers to those who have decision-making and **sanctioning authority within NIACC's Formal Grievance process.**
- *Hearing Officer* refers to the outside counsel retained to preside over formal Title IX hearings, rendering decisions on admissible evidence and questioning.
- *Investigator* means the person or persons charged by NIACC with gathering facts about an alleged violation of this Policy, assessing relevance and credibility, synthesizing the evidence, and compiling this information into an investigation report and file of directly related evidence.
- *Mandated Reporter* means an employee of the College who is obligated by policy to share knowledge, notice, and/or reports of harassment, discrimination, and/or retaliation with the Title IX Coordinator.
- *Notice* means that an employee, student, or third-party informs the Title IX Coordinator or other Official with Authority of the alleged occurrence of harassing, discriminatory, and/or retaliatory conduct.
- *Parties* include the Complainant(s) and Respondent(s), collectively.
- *Remedies* are post-finding actions directed to the Complainant and/or the community as mechanisms to address safety, prevent recurrence, **and restore access to the Recipient's educational program.**
- *Respondent* means an individual who has been reported to be the perpetrator of conduct that could constitute harassment or discrimination based on a protected class; or retaliation for engaging in a protected activity.
- *Resolution* means the result of an informal or Formal Grievance Process.
- *Sanction* means a consequence imposed by the College on a Respondent who is found to have violated this policy.

- *Sexual Harassment* is the umbrella category including the offenses of sexual harassment, sexual assault, stalking, and dating violence and domestic violence.
- *Title IX Coordinator* is at least one official designated by the College to **ensure compliance with Title IX and the College's Title IX program.**

#### Coordination with Non-Discrimination Policy

The College recognizes that harassment related to an individual's sex, sexual orientation, gender identity, gender expression, race, age, disability, genetic information, religion, national origin, veteran status or any other legally protected class can occur. Targeting individuals on the basis of these characteristics is also a violation of the policies of North Iowa Community College. 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, 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 or any other legally protected class 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 when possible. 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 investigation of the allegation. Such an investigation 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 Student Development Office. Employees may seek

confidential assistance through the Employee Assistance Program. Community resources include Crisis Intervention Service, Prairie Ridge Integrated Behavioral 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 harassment **based on an individual's race, color, creed, national origin, age, marital status, sexual orientation, gender identity or expression, physical or mental disability, religion, veteran status, genetic information or any other legally protected class**, which may include acts of verbal, nonverbal, or physical aggression, intimidation or hostility based on 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 Harassment

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

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).
- 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 stalking 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 inability, 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 will 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, gender identity, race, color, national origin, relegation, age, mental or physical disability, genetic information, veteran status or any other legally protected class. 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 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.

#### Title IX Coordinator(s)

Dr. Rachel McGuire serves as the Title IX Coordinator, and ADA/504 Coordinator, disability compliance and the College's policy on equal opportunity, harassment, and non-discrimination for students. The Title IX Coordinator has the primary responsibility for coordinating College's efforts related to the intake, investigation, resolution, and implementation of

supportive measures to stop, remediate, and prevent discrimination, harassment, and retaliation prohibited under the policy as it relates to students and applicants for admission.

Dr. Shelly Schmit serves as the Title IX Coordinator, and ADA/504 Coordinator, oversees implementation of the College's Affirmative Action and Equal opportunity Plan, disability compliance and the College's policy on equal opportunity, harassment and non-discrimination of employees. The Title IX Coordinator has the primary responsibility for coordinating College's efforts related to the intake, investigation, resolution, and implementation of supportive measures to stop, remediate, and prevent discrimination, harassment, and retaliation prohibited under this policy as it relates to employees and applicants for employment.

#### Independence and Conflict-of-Interest

The Title IX Coordinator(s) acts with independence and authority free from bias and conflicts of interest. The Title IX Coordinator(s) oversee all resolutions under this policy and these procedures. The members of this Title IX investigation, hearing and resolution teams are vetted and trained to ensure they are not biased for or against any party in a specific case, or for or against Complainants and/or Respondents, generally.

To raise any concern involving bias or conflict of interest by the Title IX Coordinator(s), contact Dr. Steve Schulz, President, NIACC, 500 College Drive, Mason City, Iowa 50401, or [Steve.Schulz@niacc.edu](mailto:Steve.Schulz@niacc.edu), or 641-422-4000. Concerns of bias or a potential conflict of interest by any other Title IX investigation, hearing, and resolution team member should be raised with the applicable Title IX Coordinator.

#### Resources

Complaints or notice of alleged policy violations, or inquiries about or concerns regarding this policy and procedures, may be made internally to:

#### On Campus Contact (Title IX Coordinators)

##### Students

Dr. Rachel McGuire, Title IX Coordinator, [Rachel.McGuire@niacc.edu](mailto:Rachel.McGuire@niacc.edu),  
641-422-4104  
Student Development Office Manager, 641-422-4208

##### Staff

Dr. Shelly Schmit, Title IX Coordinator, [Shelly.Schmit@niacc.edu](mailto:Shelly.Schmit@niacc.edu),  
641-422-4211

#### Off Campus Contacts

- Crisis Intervention Services..... 641-424-9133
  - Sexual Assault Hotline ..... 1-800-479-9071
  - Domestic Violence Hotline ..... 1-855-424-9133
- Iowa Sexual Abuse Hotline ..... 1-800-284-7821
- National Child Abuse Hotline ..... 1-800-422-4453
- Prairie Ridge Integrated Behavioral Healthcare ... 641-424-2391  
1-866-429-2391
- Sexually Transmitted Diseases Hotline ..... 1-800-227-8922

#### Supportive Measures

The College will offer and implement appropriate and reasonable supportive measures to the parties upon notice of alleged harassment, discrimination, and/or retaliation.

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the parties to restore or preserve access to the College's education program or activity, including measures designed to protect the

safety of all parties or the College's educational environment, and/or deter harassment, discrimination, and/or retaliation.

The Title IX Coordinator promptly makes supportive measures available to the parties upon receiving notice of a complaint. At the time that supportive measures are offered, the College will inform the Complainant, in writing, that they may file a formal complaint with the College either at the time or in the future, if they have not done so already. The Title IX Coordinator works with the Complainant to ensure that their wishes are taken into account with respect to the supportive measures that are planned and implemented.

The College will maintain the privacy of the supportive measures, provided that privacy does not impair the College's ability to provide the supportive measures. The College will act to ensure as minimal an academic impact on the parties as possible. The recipient will implement measures in a way that does not unreasonably burden the other party.

#### Mandatory 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.

In order to make informed choices, it is important to be aware of confidentiality and mandatory reporting requirements when consulting campus resources. On campus, some resources may maintain confidentiality and are not required to report actual or suspected discrimination or harassment. They may offer options and resources without any obligation to inform an outside agency or campus official unless a Complainant has requested the information be shared.

If a Complainant expects formal action in response to their allegation, reporting to any Mandated Reporter can connect them with resources to report crimes and/or policy violations, and these employees will immediately pass reports to the Title IX Coordinator (and/or police, if desired by the Complainant), who will take action when an incident is reported to them.

The following sections describe the reporting options at NIACC for a complainant or third-party (Including parents/guardians when appropriate):

#### a. Confidential Resources

If a Complainant would like the details of an incident to be kept confidential, the Complainant may speak with:

- On Campus Personal Wellness Coordinator
- Off-campus (Non-employees):
  - o Licensed professional Counselors and other medical providers
  - o Local Rape Crisis Counselors
  - o Domestic Violence resources
  - o Local or state assistance agencies
  - o Clergy/Chaplains
  - o Attorneys

All of the above-listed individuals will maintain confidentiality when acting under the scope of their licensure, professional ethics, and/or professional credentials, except in extreme cases of immediacy or threat or danger or abuse of a minor/elder/individual with a disability, or when required to disclose by law or court order.

NIACC employees who are confidential will timely submit anonymous statistical information or Clery Act purposes unless they believe it would be harmful to their client.

b. Anonymous Notice to Mandated Reporters

At the request of a Complainant, notice may be given by a Mandated Reporter to the Title IX Coordinator anonymously, without identification of the Complainant. The Mandated Reporter cannot remain anonymous themselves.

If a Complainant has requested that a Mandated Reporter maintain the **Complainant's anonymity the Mandated Reporter may do so unless it is reasonable to believe that a compelling threat to health or safety could exist.** The Mandated Reporter can consult with the Title IX Coordinator on that assessment without revealing personally identifiable information.

Anonymous notice will be investigated by the College to the extent possible, both to assess the underlying allegation(s) and to determine if supportive measures or remedies can be provided.

**However, anonymous notice typically limits the Recipient's ability to investigate, respond, and provide remedies, depending on what information is shared.**

**When a Complainant has made a request for anonymity, the Complainant's personally identifiable information may be withheld by a Mandated Reporter, but all other details must be shared with the Title IX Coordinator.** Mandated Reporters cannot maintain requests for anonymity for Complainants who are minors.

c. Mandated Reports and Formal Notice/Complaints

All employees of NIACC (including student employees), with the exception of those who are designated as Confidential Resources, are Mandated Reporters and must promptly share with the Title IX Coordinators all know details of a report made to them in the course of their employment.

Employees must also promptly share all details of behaviors under the policy that they observe or have knowledge of, even if not reported to them by a Complainant or third-party.

Complainants may want to carefully consider whether they share personally identifiable details with non-confidential Mandated Reporters, as those details must be shared with the Title IX Coordinator.

Generally, disclosures in climate surveys, classroom writing assignments or **discussions, human subjects research, or at events such as "Take Back the Night" marches or speak-outs** do not provide notice that must be reported to the Coordinator by employees, unless the Complainant clearly indicated that they desire a report to be made or seek a specific response from the College.

Supportive measures may be offered as the result of such disclosures without formal action.

Failure of a Mandated Reporter, as described above in this section, to report an incident of harassment or discrimination of which they become aware is a violation of policy and can be subject to disciplinary action for failure to comply.

Though this may seem obvious, when a Mandated Reporter is engaged in harassment or other violations of this policy, they still have a duty to report their own misconduct, though the College is technically not on notice when a harasser is also a Mandated Reporter unless the harasser does in fact report themselves.

Finally, it is important to clarify that a Mandated Reporter who is themselves a target of harassment or other misconduct under this policy is not required

to report their own experience, though they are, of course, encouraged to do so.

When a Complainant Does Not Wish to Proceed

If a Complainant does not wish for their name to be shared, does not wish for an investigation to take place, or does not want a formal complaint to be pursued, they may make such a request to the Title IX Coordinator, who will evaluate that request in light of the duty to ensure the safety of the campus and to comply with state or federal law.

The Title IX Coordinator has ultimate discretion over whether the College proceeds when the Complainant does not wish to do so, and the Title IX Coordinator may sign a formal complaint to initiate a grievance process upon completion of an appropriate violence risk assessment.

**The Title IX Coordinator's decision should be based on results of the violence risk assessment that show a compelling risk to health and/or safety that requires the College to pursue formal action to protect the community.**

A compelling risk to health and/or safety may result from evidence of patterns of misconduct, predatory conduct, threats, abuse of minors, use of weapons, and/or violence. Recipients may be compelled to act on alleged **employee misconduct irrespective of a Complainant's wishes.**

The Title IX Coordinator must also consider the effect that non-participation by the Complainant may have on the availability of evidence and the **College's ability to pursue a Formal Grievance Process fairly and effectively.**

When the Title IX Coordinator executes the written complaint, they do not become the Complainant. The Complainant is the individual who is alleged to be the victim of conduct that could constitute a violation of this policy.

When the College proceeds, the Complainant (or their Advisor) may have as much or as little involvement in the process as they wish. The Complainant retains all rights of a Complainant under this Policy irrespective of their level of participation. Typically, when the Complainant chooses not to participate, the Advisor may be appointed as proxy for the Complainant throughout the process, acting to ensure and protect the rights of the Complainant.

**Note that the College's ability to remedy and respond to notice may be limited if the Complainant does not want the College to proceed with an investigation and/or grievance process.** The goal is to provide the Complainant with as much control over the process as possible, while **balancing the College's obligation to protect its community.**

In cases in which the Complainant requests confidentiality/no formal action and the circumstances allow the College to honor that request, the College will offer informal resolution options (see below), supportive measures, and remedies to the Complainant and the community, but will not otherwise pursue formal action.

If the Complainant elects to take no action, they can change that decision if they decide to pursue a formal complaint at a later date. Upon making a formal complaint, a Complainant has the right, and can expect, to have allegations taken seriously by the College, and to have the incidents investigated and properly resolved through these procedures.

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 or give verbal notice to a Title IX Coordinator. Complaints may be submitted electronically at: <https://etcentral.niacc.edu/#form/35>

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](mailto: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, 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; or veteran status in its programs, activities, or employment practices, shall have the right to file a formal complaint.

##### 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, while still conducting a thorough investigation.

##### Procedure

###### A. Informal Complaint

Complainants should contact Dr. Shelly Schmit at 641-422-4211 to lodge 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 contact the Title IX Coordinator in writing by email or by completing the electronic form at: <https://etcentral.niacc.edu/#form/35> or <https://www.niacc.edu/about/non-discrimination-statement/>

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 secure an investigator 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 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.

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 Dr. 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](mailto: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 Dr. Rachel McGuire 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.

#### Complaint Procedure

#### PROCEDURE FOR RESOLUTION OF SEXUAL HARASSMENT COMPLAINTS

The procedures below apply only to qualifying allegations of sexual

harassment (including sexual assault, dating violence, domestic violence, and stalking, as defined above) involving students, staff, administrator, or faculty members.

#### Notice/Complaint

Upon receipt of a complaint or notice to the Title IX Coordinator of an alleged violation of the Policy, the College initiates a prompt initial assessment to determine the next steps to take.

The College will initiate at least one of three responses:

- 1) Offering supportive measures because the Complainant does not want to proceed formally; and/or
- 2) An informal resolution; and/or
- 3) A Formal Grievance Process including an investigation and a hearing.

The investigation and grievance process will determine whether or not the Policy has been violated. If so, the College will promptly implement effective remedies designed to ensure that it is not deliberately indifferent to harassment or discrimination, their potential recurrence, or their effects.

#### Initial Assessment

Following receipt of notice or a complaint of an alleged violation of this Policy, the Title IX Coordinator<sup>1</sup> engages in an initial assessment, which is typically one to five business days in duration. The steps in an initial assessment can include:

- If notice is given, the Title IX Coordinator seeks to determine if the person impacted wishes to make a formal complaint, and will assist them to do so, if desired.
  - o If they do not wish to do so, the Title IX Coordinator determines whether to initiate a complaint because a violence risk assessment indicates a compelling threat to health and/or safety.
- If a formal complaint is received, the Title IX Coordinator assesses its sufficiency and works with the Complainant to make sure it is correctly completed.
- The Title IX Coordinator reaches out to the Complainant to offer supportive measures.
- The Title IX Coordinator works with the Complainant to ensure they are aware of the right to have an Advisor.
- The Title IX Coordinator works with the Complainant to determine whether the Complainant prefers a supportive and remedial response, an informal resolution option, or a formal investigation and grievance process.
  - o If a supportive and remedial response is preferred, the Title IX Coordinator works with the Complainant to identify their wishes and then seeks to facilitate implementation. No Formal Grievance Process is initiated, though the Complainant can elect to initiate one later, if desired.
  - o If an informal resolution option is preferred, the Title IX Coordinator assesses whether the complaint is suitable for informal resolution, and may seek to determine if the College is also willing to engage in informal resolution.
  - o If a Formal Grievance Process is preferred, the Title IX Coordinator determines if the misconduct alleged falls within the scope of Title IX:

<sup>1</sup> If circumstances require, the President or Title IX Coordinator will designate another person to oversee the process below should an allegation be made about the Coordinator or the Coordinator be otherwise unavailable or unable to fulfill their duties.



- ◆ If it does, the Title IX Coordinator will initiate the formal investigation and grievance process, directing the investigation to address:
  - ▶ an incident, and/or
  - ▶ a pattern of alleged misconduct, and/or
  - ▶ a culture/climate issue, based on the nature of the complaint.
- ◆ If it does not, the Title IX Coordinator determines that Title IX **does not apply (and will “dismiss” that aspect of the complaint, if any)**, assesses which policies may apply, which resolution process is applicable, and will refer the matter accordingly. Please note that dismissing a complaint under Title IX is just **procedural, and does not limit the College’s authority to address a complaint with an appropriate process and remedies.**

#### a. Violence Risk Assessment

The Title IX Coordinator may determine that a violence risk assessment should be conducted by the Behavior Intervention Team (BIT) as part of the initial assessment. A violence risk assessment can aid in ten critical and/or required determinations, including:

- Emergency removal of a Respondent on the basis of immediate threat to physical health/safety;
- Whether the Title IX Coordinator should pursue/sign a formal complaint absent a willing/able Complainant;
- Whether to put the investigation on the footing of incident and/or pattern and/or climate;
- To help identify potential predatory conduct;
- To help assess/identify grooming behaviors;
- Whether it is reasonable to try to resolve a complaint through informal resolution, and what modality may be most successful;
- Whether to permit a voluntary withdrawal by the Respondent;
- Whether to impose transcript notation or communicate with a transfer Recipient about a Respondent;
- Assessment of appropriate sanctions/remedies (to be applied post-hearing); and/or
- Whether a Clery Act Timely Warning/Trespass order/Persona-non-grata is needed.

Threat assessment is the process of evaluating the action ability of violence by an individual against another person or group following the issuance of a direct or conditional threat. A violence risk assessment is a broader term used to assess any potential violence or danger, regardless of the presence of a vague, conditional, or direct threat.

#### b. Dismissal (Mandatory and Discretionary)<sup>2</sup>

The College must dismiss a formal complaint or any allegations therein if, at any time during the investigation or hearing, it is determined that:

- 1) The conduct alleged in the formal complaint would not constitute sexual harassment as defined in the Policy hereinabove, even if proved; and/or
- 2) The conduct did not occur in an educational program or activity controlled by the College (including buildings or property controlled by recognized student organizations), and/or does not have control of the Respondent; and/or

- 3) The conduct did not occur against a person in the United States; and/or
- 4) At the time of filing a formal complaint, a complainant is not participating in or attempting to participate in the education program or activity of the recipient.

NIACC may dismiss a formal complaint or any allegations therein if, at any time during the investigation or hearing:

- 1) A Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the formal complaint or any allegations therein; or
- 2) The Respondent is no longer enrolled in or employed by the recipient; or
- 3) Specific circumstances prevent the recipient from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon any dismissal, the NIACC will promptly send written notice of the dismissal and the rationale for doing so simultaneously to the parties.

#### Counterclaims

The College is obligated to ensure that the grievance process is not abused for retaliatory purposes. The College permits the filing of counterclaims but uses an initial assessment, described above, to assess whether the allegations in the counterclaim are made in good faith. Counterclaims by the Respondent may be made in good faith, but are, on occasion, also made for purposes of retaliation. Counterclaims made with retaliatory intent will not be permitted.

Counterclaims determined to have been reported in good faith will be processed using the grievance procedures below. Investigation of such claims may take place after resolution of the underlying initial allegation, in which case a delay may occur.

Counterclaims may also be resolved through the same investigation as the underlying allegation, at the discretion of the Title IX Coordinator. When counterclaims are not made in good faith, they will be considered retaliatory and may constitute a violation of this policy.

#### Right to an Advisor

The parties may each have an Advisor<sup>3</sup> of their choice present with them for all meetings and interviews within the resolution process, if they so choose. The parties may select whoever they wish to serve as their Advisor as long as the Advisor is eligible and available.<sup>4</sup>

Choosing an Advisor who is also a witness in the process creates potential for bias and conflict-of-interest. A party who chooses an Advisor who is also a witness can anticipate that issues of potential bias will be explored by the hearing Decision-makers.

#### a. Who Can Serve as an Advisor

<sup>3</sup> This could include an attorney, advocate, or support person. The law permits one Advisor for each party (witnesses are not entitled to Advisors within the process, though they can be advised externally), but some Recipients do permit more than one. If the Recipient allows more than one Advisor for one party, they should do so for all parties.

<sup>4</sup> “Available” means the party cannot insist on an Advisor who simply doesn’t have inclination, time, or availability. Also, the Advisor cannot have institutionally conflicting roles, such as being a Title IX administrator who has an active role in the matter, or a supervisor who must monitor and implement sanctions.

<sup>2</sup> These dismissal requirements are mandated by the 2020 Title IX Regulations, 34 CFR Part 106.45.

The Advisor may be a friend, mentor, family member, attorney, or any other individual a party chooses to advise, support, and/or consult with them throughout the resolution process. The parties may choose Advisors from inside or outside of the NIACC community.

The Title IX Coordinator will also offer to assign a trained Advisor for any party if the party so chooses. If the parties choose an Advisor from the pool available from the College, the Advisor will be trained by the College and be **familiar with the College's resolution process**.

Parties also have the right to choose not to have an Advisor in the initial stages of the resolution process, prior to a hearing.

#### b. Advisors in Hearings/College-Appointed Advisor

Under U.S. Department of Education regulations applicable to Title IX, cross-examination is required during the hearing, but must be conducted by the **parties' Advisors**. The parties are not permitted to directly cross-examine each other or any witnesses. If a party does not have an Advisor for a hearing, the College will appoint a trained Advisor for the limited purpose of conducting any cross-examination.

A party may reject this appointment and choose their own Advisor, but they **may not proceed without an Advisor**. If the party's Advisor will not conduct cross-examination, the College will appoint an Advisor who will do so thoroughly, regardless of the participation or non-participation of the advised party in the hearing itself. Extensive questioning of the parties and witnesses will also be conducted by the Decision-makers during the hearing.

#### c. Advisor's Role

The parties may be accompanied by their Advisor in all meetings and interviews at which the party is entitled to be present, including intake and interviews. Advisors should help the parties prepare for each meeting and are expected to advise ethically, with integrity, and in good faith.

The College cannot guarantee equal Advisory rights, meaning that if one party selects an Advisor who is an attorney, but the other party does not or cannot afford an attorney, the College is not obligated to provide an attorney.

#### d. Pre-Interview Meetings

Advisors may request to meet with the administrative officials conducting interviews/meetings in advance of these interviews or meetings. This **pre-meeting allows Advisors to clarify and understand their role and College's policies and procedures**.

#### e. Advisor Violations of NIACC's Policy

All Advisors are subject to the same College policies and procedures, whether they are attorneys or not. Advisors are expected to advise their advisees without disrupting proceedings. Advisors should not address College officials in a meeting or interview unless invited to (e.g., asking procedural questions). The Advisor may not make a presentation or represent their advisee during any meeting or proceeding and may not speak on behalf of the advisee to the Investigator or other Decision-makers except during a hearing proceeding, during cross-examination.

The parties are expected to ask and respond to questions on their own behalf throughout the investigation phase of the resolution process. Although the Advisor generally may not speak on behalf of their advisee, the Advisor may consult with their advisee, either privately as needed, or by conferring or passing notes during any resolution process meeting or interview. For longer or more involved discussions, the parties and their Advisors should ask for breaks to allow for private consultation.

Any Advisor who oversteps their role as defined by this policy will be warned only once. If the Advisor continues to disrupt or otherwise fails to respect the limits of the Advisor role, the meeting will be ended, or other appropriate measures implemented. Subsequently, the Title IX Coordinator will **determine how to address the Advisor's non-compliance and future role**.

#### f. Sharing Information with the Advisor

The College expects that the parties may wish to have the College share documentation and evidence related to the allegations with their Advisors. Parties may share this information directly with their Advisor or other individuals if they wish. Doing so may help the parties participate more meaningfully in the resolution process.

The College also provides a consent form that authorizes the College to share such information directly with their Advisor. The parties must either complete and submit this form to the Title IX Coordinator or provide similar documentation demonstrating consent to a release of information to the Advisor before College is able to share records with an Advisor.

#### g. Privacy of Records Shared with Advisor

Advisors are expected to maintain the privacy of the records shared with them.

#### h. Expectations of an Advisor

The College generally expects an Advisor to adjust their schedule to allow them to attend meetings when planned, but may change scheduled **meetings to accommodate an Advisor's inability to attend, if doing so does not cause an unreasonable delay**.

The College may also make reasonable provisions to allow an Advisor who cannot attend in person to attend a meeting by telephone, video conferencing, or other similar technologies as may be convenient and available.

#### i. Expectations of the Parties with Respect to Advisors

A party may elect to change Advisors during the process and is not obligated to use the same Advisor throughout. The parties are expected to inform the Investigator of the identity of their Advisor at least two (2) business days before the date of their first meeting with Investigators (or as soon as possible if a more expeditious meeting is necessary or desired).

The parties are expected to provide timely notice to the Title IX Coordinator if they change Advisors at any time. It is assumed that if a party changes Advisors, consent to share information with the previous Advisor is terminated, and a release for the new Advisor must be secured. Parties are expected to inform the Title IX Coordinator of the identity of their hearing Advisor at least two (2) business days before the hearing.

#### Resolution Processes

Resolution proceedings are private. All persons present at any time during the resolution process are expected to maintain the privacy of the proceedings in accordance with College policy. While there is an expectation of privacy around what Investigators share with parties during interviews, the parties have discretion to share their own knowledge and evidence with others if they so choose.

#### a. Informal Resolution

Informal Resolution can include three different approaches:

- When the parties agree to resolve the matter through an alternate resolution mechanism;
- When the Respondent accepts responsibility for violating policy, and desires to accept a sanction and end the resolution process; or
- When the Title IX Coordinator can resolve the matter informally by providing supportive measures to remedy the situation.

To initiate Informal Resolution, a Complainant needs to submit a formal complaint, as defined above. If a Respondent wishes to initiate Informal Resolution, they should contact the Title IX Coordinator to so indicate.

It is not necessary to pursue Informal Resolution first in order to pursue a Formal Grievance Process, and any party participating in Informal Resolution can stop the process at any time and begin or resume the Formal Grievance Process.

Prior to implementing Informal Resolution, the College will provide the parties with written notice of the reported misconduct and any sanctions or measures that may result from participating in such a process, including information regarding any records that will be maintained or shared by the College.

The College will obtain voluntary, written confirmation that all parties wish to resolve the matter through Informal Resolution before proceeding and will not pressure the parties to participate in Informal Resolution.

#### b. Alternate Resolution

Alternate Resolution is an informal process by which a mutually agreed upon resolution of an allegation is reached. All parties must consent to the use of Alternate Resolution.

The Title IX Coordinator may look to the following factors to assess whether Alternate Resolution is appropriate, or which form of Alternate Resolution may be most successful for the parties:

- **The parties' amenability to Alternate Resolution;**
- Likelihood of potential resolution, taking into account any power dynamics between the parties;
- **The parties' motivation to participate;**
- Civility of the parties;
- Cleared violence risk assessment/ongoing risk analysis;
- Disciplinary history;
- Whether an emergency removal is needed;
- Skill of the Alternate Resolution facilitator with this type of complaint;
- Complaint complexity;
- Emotional investment/intelligence of the parties;
- Rationality of the parties;
- Goals of the parties;
- Adequate resources to invest in Alternate Resolution (time, staff, etc.)

The ultimate determination of whether Alternate Resolution is available or successful is to be made by the Title IX Coordinator. The Title IX Coordinator maintains records of any resolution that is reached, and failure to abide by the resolution agreement may result in appropriate responsive/disciplinary actions. Results of complaints resolved by Informal Resolution or Alternate Resolution are not appealable.

#### c. Respondent Accepts Responsibility for Alleged Violations

The Respondent may accept responsibility for all or part of the alleged policy violations at any point during the resolution process. If the Respondent indicates an intent to accept responsibility for all of the alleged misconduct, the formal process will be paused, and the Title IX Coordinator will determine whether Informal Resolution can be used according to the criteria in that section above.

If Informal Resolution is applicable, the Title IX Coordinator will determine whether all parties are able to agree on responsibility, sanctions, and/or remedies. If so, the Title IX Coordinator implements the accepted finding that the Respondent is in violation of College policy and implements agreed-upon sanctions and/or remedies, in coordination with other appropriate administrator(s), as necessary.

This result is not subject to appeal once all parties indicate their written assent to all agreed upon terms of resolution. When the parties cannot agree on all terms of resolution, the Formal Grievance Process will resume at the same point where it was paused.

When a resolution is accomplished, the appropriate sanction or responsive actions are promptly implemented in order to effectively stop the harassment or discrimination, prevent its recurrence, and remedy the effects of the discriminatory conduct, both on the Complainant and the community.

#### d. Negotiated Resolution

The Title IX Coordinator, with the consent of the parties, may negotiate and implement an agreement to resolve the allegations that satisfies all parties and the College. Negotiated Resolutions are not appealable.

#### Formal Grievance Process: Notice of Investigation and Allegations

The Title IX Coordinator will provide written notice of the investigation and allegations to the Respondent upon commencement of the Formal Grievance Process. **This facilitates the Respondent's ability to prepare for the interview and to identify and choose an Advisor to accompany them.** The notice of investigation is also copied to the Complainant, who is to be given advance notice of when the notice will be delivered to the Respondent.

The notice of investigation will include:

- A meaningful summary of all of allegations,
- The identity of the involved parties (if known),
- The precise misconduct being alleged,
- The date and location of the alleged incident(s) (if known),
- The specific policies implicated,
- A description of the applicable procedures,
- A statement of the potential sanctions/responsive actions that could result,
- A statement that the College presumes the Respondent is not responsible for the reported misconduct unless and until the evidence supports a different determination,
- A statement that determinations of responsibility are made at the conclusion of the process and that the parties will be given an opportunity to inspect and review all directly related and/or relevant evidence obtained during the review and comment period,
- **A statement about the College's policy on retaliation,**
- Information about the privacy of the process,
- Information on the need for each party to have an Advisor of their choosing and suggestions for ways to identify an Advisor,
- **A statement informing the parties that the College's policy prohibits knowingly making false statements, including knowingly submitting false information during the resolution process,**

- Detail on how the party may request disability accommodations during the interview process,
- The name(s) of the Investigator, along with a process to identify, in advance of the interview process, to the Title IX Coordinator any conflict of interest that the Investigator may have, and
- An instruction to preserve any evidence that is directly related to the allegations.

Amendments and updates to the notice of investigation may be made as the investigation progresses and more information becomes available regarding the addition or dismissal of various charges.

Notice will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address of **the parties as indicated in official College records, or emailed to the parties'** College-issued email or designated accounts. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

#### Resolution Timeline

The College will make a good faith effort to complete the resolution process within a sixty-to-ninety (60-90) business day time period, including appeal, which can be extended as necessary for appropriate cause by the Title IX Coordinator, who will provide notice and rationale for any extensions or delays to the parties as appropriate, as well as an estimate of how much additional time will be needed to complete the process.

#### Appointment of Investigators

Once the decision to commence a formal investigation is made, the Title IX Coordinator appoints legal counsel to conduct the investigation, usually within two (2) business days of determining that an investigation should proceed.

#### Ensuring Impartiality

Any individual materially involved in the administration of the resolution process, including the Title IX Coordinator, Investigator, and Decision-makers may neither have nor demonstrate a conflict of interest or bias for a party generally, or for a specific Complainant or Respondent.

The Formal Grievance Process involves an objective evaluation of all relevant evidence obtained, including evidence which supports that the Respondent engaged in a policy violation and evidence which supports that the Respondent did not engage in a policy violation. **Credibility determinations may not be based solely on an individual's status or participation as a Complainant, Respondent, or witness.**

The College operates with the presumption that the Respondent is not responsible for the reported misconduct unless and until the Respondent is determined to be responsible for a policy violation by the applicable standard of proof.

#### Investigation Timeline

Investigations are completed expeditiously, normally within thirty (30) business days, though some investigations may take weeks or even months, depending on the nature, extent, and complexity of the allegations, availability of witnesses, police involvement, etc.

The College will make a good faith effort to complete investigations as promptly as circumstances permit and will communicate regularly with the parties to update them on the progress and timing of the investigation.

#### Delays in the Investigation Process and Interactions with Law Enforcement

The College may undertake a short delay in its investigation (several days to a few weeks) if circumstances require. Such circumstances include, but are

not limited to: a request from law enforcement to temporarily delay the investigation, the need for language assistance, the absence of parties and/or witnesses, and/or accommodations for disabilities or health conditions.

The College will communicate in writing the anticipated duration of the delay and reason to the parties and provide the parties with status updates if necessary. The College will promptly resume its investigation and resolution process as soon as feasible. During such a delay, College will implement supportive measures as deemed appropriate.

#### Steps in the Investigation Process

All investigations are thorough, reliable, impartial, prompt, and fair. Investigations involve interviews with all relevant parties and witnesses; obtaining available, relevant evidence; and identifying sources of expert information, as necessary.

All parties have a full and fair opportunity, through the investigation process, to suggest witnesses and questions, to provide evidence and expert witnesses, and to fully review and respond to all evidence on the record.

The Investigator typically take(s) the following steps, if not already completed (not necessarily in this order):

- Determine the identity and contact information of the Complainant
- In coordination with campus partners (e.g., the Title IX Coordinator), initiate or assist with any necessary supportive measures
- Identify all policies implicated by the alleged misconduct and notify the Complainant and Respondent of all of the specific policies implicated
- Assist the Title IX Coordinator with conducting a prompt initial assessment to determine if the allegations indicate a potential policy violation
- Commence a thorough, reliable, and impartial investigation by identifying issues and developing a strategic investigation plan, including a witness list, evidence list, intended investigation timeframe, and order of interviews for all witnesses and the parties
- Meet with the Complainant to finalize their interview/statement, if necessary
- Prepare the initial Notice of Investigation and Allegation. The notice may be amended with any additional or dismissed allegations.
  - Notice should inform the parties of their right to have the assistance of an Advisor, who could be a member of the Pool or an Advisor of their choosing present for all meetings attended by the party
- Provide each interviewed party and witness an opportunity to review **and verify the Investigator's summary notes (or transcript) of the relevant evidence/testimony** from their respective interviews and meetings
- Make good faith efforts to notify the parties of any meeting or interview involving the other party, in advance when possible
- When participation of a party is expected, provide that party with written notice of the date, time, and location of the meeting, as well as the expected participants and purpose
- Interview all available, relevant witnesses and conduct follow-up interviews as necessary
- Allow each party the opportunity to suggest witnesses and questions they wish the Investigator to ask of the other party and witnesses, and document in the report which questions were asked, with a rationale for any changes or omissions.
- Complete the investigation promptly and without unreasonable deviation from the intended timeline
- Provide regular status updates to the parties throughout the investigation.

- Prior to the conclusion of the investigation, provide the parties and their respective Advisors (if so desired by the parties) with a list of witnesses whose information will be used to render a finding.
- Write a comprehensive investigation report fully summarizing the investigation, all witness interviews, and addressing all relevant evidence. Appendices including relevant physical or documentary evidence will be included.
- Prior to the conclusion of the investigation, provide the parties and their respective Advisors (if so desired by the parties) a secured electronic or hard copy of the draft investigation report as well as an opportunity to inspect and review all of the evidence obtained as part of the investigation that is directly related to the reported misconduct, including evidence upon which the Recipient does not intend to rely in reaching a determination, for a ten (10) business day review and comment period so that each party may meaningfully respond to the evidence. The parties may elect to waive the full ten days. Each copy of the materials shared will be watermarked on each page with the role of **the person receiving it (e.g., Complainant, Respondent, Complainant's Advisor, Respondent's Advisor)**.
- The Investigator may elect to respond in writing in the investigation **report to the parties' submitted responses and/or to share the responses** between the parties for additional responses.
- **The Investigator will incorporate relevant elements of the parties' written responses** into the final investigation report, include any additional relevant evidence, make any necessary revisions, and finalize the report. The Investigator(s) should document all rationales for any changes made after the review and comment period.
- The Investigator shares the report with the Title IX Coordinator and/or legal counsel for their review and feedback.
- The Investigator will incorporate any relevant feedback, and the final report is then shared with all parties and their Advisors through secure electronic transmission or hard copy at least ten (10) business days prior to a hearing. The parties are also provided with a file of any directly related evidence that was not included in the report.

#### Role and Participation of Witnesses in the Investigation

Witnesses (as distinguished from the parties) who are employees of the College are expected to cooperate with and participate in the investigation and resolution process. Failure of such witnesses to cooperate with and/or participate in the investigation or resolution process constitutes a violation of policy and may warrant discipline.

While in-person interviews for parties and all potential witnesses are ideal, circumstances (e.g., study abroad, summer break) may require individuals to be interviewed remotely. Technologies may be used for interviews if the Investigator(s) determine that timeliness or efficiency dictate a need for remote interviewing. The Recipient will take appropriate steps to reasonably ensure the security/privacy of remote interviews.

Witnesses may also provide written statements in lieu of interviews or choose to respond to written questions, if deemed appropriate by the Investigator(s), though not preferred. If a witness submits a written statement but does not intend to be and is not present for cross examination at a hearing, their written statement may not be used as evidence.

#### Recording of Interviews

No unauthorized audio or video recording of any kind is permitted during investigation meetings. If Investigator(s) elect to audio and/or video record interviews, all involved parties must be made aware of audio and/or video recording.

#### Evidentiary Considerations in the Investigation

The investigation does not consider: 1) incidents not directly related to the possible violation, unless they evidence a pattern; 2) the character of the

parties; or 3) questions and evidence about the Complainant's sexual predisposition or prior sexual behavior, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of **the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.**

#### Referral for Hearing

Provided that the complaint is not resolved through Informal Resolution, once the final investigation report is shared with the parties, the Title IX Coordinator will refer the matter for a hearing.

The hearing cannot be less than ten (10) business days from the conclusion of the investigation –when the final investigation report is transmitted to the parties and the Decision-maker—unless all parties and the Decision-maker agree to an expedited timeline.

The Title IX Coordinator will select an appropriate panel of Decision-makers.

#### Hearing Decision-Maker Composition

The College will designate a three-member panel at the discretion of the Title IX Coordinator. The single Decision-maker will also Chair the hearing. One of the three members will be appointed as Chair by the Title IX Coordinator.

The Decision-makers will not have had any previous involvement with the investigation. The Title IX Coordinator may elect to have an alternate from the Pool sit in throughout the resolution process in the event that a substitute is needed for any reason.

Those who have served as Investigators will be witnesses in the hearing and therefore may not serve as Decision-makers. Those who are serving as Advisors for any party may not serve as Decision-makers in that matter.

The Title IX Coordinator may not serve as a Decision-maker or Chair in the matter but may serve as an administrative facilitator of the hearing if their previous role(s) in the matter do not create a conflict of interest. Otherwise, a designee may fulfill this role. The hearing will convene at a time determined by the Chair or designee.

#### Evidentiary Considerations in the Hearing

Any evidence that the Decision-makers determine(s) is relevant and credible may be considered. The hearing does not consider: 1) incidents not directly related to the possible violation, unless they evidence a pattern; 2) the character of the parties; or 3) questions and evidence about the **Complainant's sexual predisposition or prior sexual behavior, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.**

Previous disciplinary action of any kind involving the Respondent may be considered in determining an appropriate sanction upon a determination of responsibility. This information is only considered at the sanction stage of the process.

The parties may each submit a written impact statement prior to the hearing for the consideration of the Decision-makers at the sanction stage of the process when a determination of responsibility is reached.

After post-hearing deliberation, the Decision-maker renders a determination based on the preponderance of the evidence; whether it is more likely than not that the Respondent violated the Policy as alleged.

Notice of Hearing

No less than ten (10) business days prior to the hearing, the Title IX Coordinator or the Chair will send notice of the hearing to the parties. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

The notice will contain:

- A description of the alleged violation(s), a list of all policies allegedly violated, a description of the applicable procedures, and a statement of the potential sanctions/responsive actions that could result.
- The time, date, and location of the hearing and a reminder that attendance is mandatory, superseding all other campus activities.
- Any technology that will be used to facilitate the hearing.
- Information about the option for the live hearing to occur with the parties located in separate rooms using technology that enables the Decision-maker(s) and parties to see and hear a party or witness answering questions. Such a request must be raised with the Title IX Coordinator at least five (5) business days prior to the hearing.
- A list of all those who will attend the hearing, along with an invitation to object to any Decision-maker on the basis of demonstrated bias. This must be raised with the Title IX Coordinator at least two (2) business days prior to the hearing.
- Information on how the hearing will be recorded and on access to the recording for the parties after the hearing.
- A statement that if any party or witness does not appear at the scheduled hearing, the hearing may be held in their absence, and the **party's or witness's testimony and any statements given prior to the hearing will not be considered by the Decision-maker(s).** For compelling reasons, the Chair may reschedule the hearing.
- Notification that the parties may have the assistance of an Advisor of their choosing at the hearing and will be required to have one present for any questions they may desire to ask. The party must notify the Title IX Coordinator if they do not have an Advisor, and the Recipient will appoint one. Each party must have an Advisor present. There are no exceptions.
- A copy of all the materials provided to the Decision-makers about the matter, unless they have been provided already.
- An invitation to each party to submit to the Chair an impact statement pre-hearing that the Decision-maker will review during any sanction determination.
- An invitation to contact the Title IX Coordinator to arrange any disability accommodations, language assistance, and/or interpretation services that may be needed at the hearing, at least seven (7) business days prior to the hearing.

Hearings for possible violations that occur near or after the end of an academic term (assuming the Respondent is still subject to this Policy) and are unable to be resolved prior to the end of term will typically be held immediately after the end of the term or during the summer, as needed, to meet the resolution timeline followed by the College and remain within the 60-90 business day goal for resolution.

In these cases, if the Respondent is a graduating student, a hold may be placed on graduation and/or official transcripts until the matter is fully resolved (including any appeal). A student facing charges under this Policy is not in good standing to graduate.

Alternative Hearing Participation Options

If a party or parties prefer not to attend or cannot attend the hearing in person, the party should request alternative arrangements from the Title IX Coordinator or the Chair at least five (5) business days prior to the hearing.

The Title IX Coordinator or the Chair can arrange to use technology to allow remote testimony without compromising the fairness of the hearing. Remote options may also be needed for witnesses who cannot appear in person. Any witness who cannot attend in person should let the Title IX Coordinator or the Chair know at least five (5) business days prior to the hearing so that appropriate arrangements can be made.

Pre-Hearing Preparation

The Chair, after any necessary consultation with the parties, Investigator and/or Title IX Coordinator, will provide the names of persons who will be participating in the hearing, all pertinent documentary evidence, and the final investigation report to the parties at least ten (10) business days prior to the hearing.

Any witness scheduled to participate in the hearing must have been first interviewed by the Investigator or have proffered a written statement or answered written questions, unless all parties and the Chair assent to the **witness's participation in the hearing. The same holds for any evidence that is first offered at the hearing.** If the parties and Chair do not assent to the admission of evidence newly offered at the hearing, the Chair will delay the hearing and instruct that the investigation needs to be re-opened to consider that evidence.

The parties will be given a list of the names of the Decision-makers at least five (5) business days in advance of the hearing. All objections to any Decision-maker must be raised in writing, detailing the rationale for the objection, and must be submitted to the Title IX Coordinator as soon as possible and no later than one day prior to the hearing. Decision-makers will only be removed if the Title IX Coordinator concludes that their bias or conflict of interest precludes an impartial hearing of the allegation(s).

The Title IX Coordinator will give the Decision-makers a list of the names of all parties, witnesses, and Advisors at least five (5) business days in advance of the hearing. Any Decision-maker who cannot make an objective determination must recuse themselves from the proceedings when notified of the identity of the parties, witnesses, and Advisors in advance of the hearing. If a Decision-maker is unsure of whether a bias or conflict of interest exists, they must raise the concern to the Title IX Coordinator as soon as possible.

During the ten (10) business day period prior to the hearing, the parties have the opportunity for continued review and comment on the final investigation report and available evidence. That review and comment can be shared with the Chair at the pre-hearing meeting or at the hearing and will be exchanged between each party by the Chair.

Pre-Hearing Meetings

The Chair may convene a pre-hearing meeting(s) with the parties and/or their Advisors to invite them to submit the questions or topics they wish to ask or discuss at the hearing, so that the Chair can rule on their relevance ahead of time to avoid any improper evidentiary introduction in the hearing or provide recommendations for more appropriate phrasing. However, this advance review opportunity does not preclude the Advisors from asking at the hearing for a reconsideration based on any new information or testimony offered at the hearing. The Chair must document and share their rationale for any exclusion or inclusion at this pre-hearing meeting.

The Chair, only with full agreement of the parties, may decide in advance of the hearing that certain witnesses do not need to be present if their testimony can be adequately summarized by the Investigator in the investigation report or during the hearing.

At each pre-hearing meeting with a party and their Advisor, the Chair will consider arguments that evidence identified in the final investigation report as relevant is, in fact, not relevant. Similarly, evidence identified as directly related but not relevant by the Investigator may be argued to be relevant. The Chair may rule on these arguments pre-hearing and will exchange those

rulings between the parties prior to the hearing to assist in preparation for the hearing. The Chair may consult with legal counsel and/or the Title IX Coordinator, or ask either or both to attend pre-hearing meetings.

The pre-hearing meeting(s) will not be recorded.

#### Hearing Procedures

At the hearing, the Decision-makers has the authority to hear and make determinations on all allegations of discrimination, harassment, and/or retaliation and may also hear and make determinations on any additional alleged policy violations that have occurred in concert with the discrimination, harassment, and/or retaliation, even though those collateral allegations may not specifically fall within the policy on Equal Opportunity, Harassment, and Nondiscrimination.

Participants at the hearing will include the Chair, members of the decision making panel, the hearing officer, the Investigator who conducted the investigation, the parties, Advisors to the parties, any called witnesses, the Title IX Coordinator and anyone providing authorized accommodations or assistive services.

The Chair will answer all questions of procedure. Anyone appearing at the hearing to provide information will respond to questions on their own behalf.

The Chair will allow witnesses who have relevant information to appear at a portion of the hearing in order to respond to specific questions from the Decision-makers and the parties and will then be excused.

#### Joint Hearings

In hearings involving more than one Respondent or in which two (2) or more Complainants have accused the same individual of substantially similar conduct, the default procedure will be to hear the allegations jointly.

However, the Title IX Coordinator may permit the investigation and/or hearings pertinent to each Respondent to be conducted separately if there is a compelling reason to do so. In joint hearings, separate determinations of responsibility will be made for each Respondent with respect to each alleged policy violation.

#### The Order of the Hearing – Introductions and Explanation of Procedure

The Chair explains the procedures and introduces the participants. This may include a final opportunity for challenge or recusal of the Decision-makers on the basis of bias or conflict of interest. The Chair will rule on any such challenge unless the Chair is the individual who is the subject of the challenge, in which case the Title IX Coordinator will review and decide the challenge.

The hearing officer then conducts the hearing. At the hearing, recording, witness logistics, party logistics, curation of documents, separation of the parties, and other administrative elements of the hearing process are managed by a non-voting hearing facilitator appointed by the Title IX Coordinator. The hearing officer may attend to: logistics of rooms for various parties/witnesses as they wait; flow of parties/witnesses in and out of the hearing space; ensuring recording and/or virtual conferencing technology is working as intended; copying and distributing materials to participants, as appropriate, etc.

#### Investigator Presents the Final Investigation Report

The Investigator will then present a summary of the final investigation report, including items that are contested and those that are not, and will be subject to questioning by the Decision-makers and the parties (through their Advisors). The Investigator will be present during the entire hearing process, but not during deliberations.

Neither the parties nor the Decision-makers should ask the Investigator their opinions on credibility, recommended findings, or determinations, and the

Investigators, Advisors, and parties will refrain from discussion of or questions about these assessments. If such information is introduced, the Chair will direct that it be disregarded.

#### Testimony and Questioning

Once the Investigator presents their report and are questioned, the parties and witnesses may provide relevant information in turn, beginning with the Complainant, and then in the order determined by the Chair. The parties/witnesses will submit to questioning by the Decision-makers and then by the parties through their Advisors (“cross-examination”).

All questions are subject to a relevance determination by the Hearing Officer. The Advisor, who will remain seated during questioning, will pose the proposed question orally, electronically, or in writing (orally is the default, but other means of submission may be permitted by the Chair upon request or agreed to by the parties and the Chair), the proceeding will pause to allow the Chair to consider it, and the Chair will determine whether the question will be permitted, disallowed, or rephrased.

The Hearing Officer may explore arguments regarding relevance with the Advisors, if the Hearing Officer so chooses. The Hearing Officer will then state their decision on the question for the record and advise the party/witness to whom the question was directed, accordingly. The Chair will explain any decision to exclude a question as not relevant, or to reframe it for relevance.

The Hearing Officer will limit or disallow questions on the basis that they are irrelevant, unduly repetitious (and thus irrelevant), or abusive. The Hearing Officer has final say on all questions and determinations of relevance, subject to any appeal. The Hearing Officer may ask advisors to frame why a question is or is not relevant from their perspective but will not entertain argument from the advisors on relevance once the Hearing Officer has ruled on a question.

If the parties raise an issue of bias or conflict of interest of an Investigator or Decision-maker at the hearing, the Chair may elect to address those issues, consult with legal counsel, and/or refer them to the Title IX Coordinator, and/or preserve them for appeal. If bias is not in issue at the hearing, the Chair should not permit irrelevant questions that probe for bias.

#### Refusal to Submit to Cross-Examination and Inferences

If a party or witness chooses not to submit to cross-examination at the hearing, either because they do not attend the meeting, or they attend but refuse to participate in questioning, then the Decision-makers may not rely on any prior statement made by that party or witness at the hearing (including those contained in the investigation report) in the ultimate determination of responsibility. The Decision-makers must disregard that statement. Evidence provided that is something other than a statement by the party or witness may be considered.

If the party or witness attends the hearing and answers some cross-examination questions, only statements related to the cross-examination questions they refuse to answer cannot be relied upon. However, if the statements of the party who is refusing to submit to cross-examination or refuses to attend the hearing are the subject of the allegation itself (e.g., the case is about verbal harassment or a quid pro quo offer), then those statements are not precluded from admission.

The Decision-makers may not draw any inference solely from a party's or witness's absence from the hearing or refusal to answer cross-examination or other questions.

If charges of policy violations other than sexual harassment are considered at the same hearing, the Decision-makers may consider all evidence it deems relevant, may rely on any relevant statement as long as the opportunity for cross-examination is afforded to all parties through their

Advisors, and may draw reasonable inferences from any decision by any party or witness not to participate or respond to questions.

**If a party's Advisor of choice refuses to comply with the College's established rules of decorum for the hearing, the Decision-makers may require the party to use a different Advisor. If a recipient-provided Advisor refuses to comply with the rules of decorum, the College may provide that party with a different Advisor to conduct cross-examination on behalf of that party.**

#### Recording Hearings

Hearings (but not deliberations) are recorded by the College for purposes of review in the event of an appeal. The parties may not record the proceedings and no other unauthorized recordings are permitted.

The Decision-makers, the parties, their Advisors, and appropriate administrators of the College will be permitted to listen to the recording in a controlled environment determined by the Title IX Coordinator. No person will be given or be allowed to make a copy of the recording without permission of the Title IX Coordinator.

#### Deliberation, Decision-Making, and Standard of Proof

The Decision-makers will deliberate in closed session to determine whether the Respondent is responsible or not responsible for the policy violation(s) in question. A simple majority vote is required to determine the finding. The preponderance of the evidence. The Hearing Officer may be invited to attend the deliberation by the Chair, but is there only to facilitate procedurally, not to address the substance of the allegations.

When there is a finding of responsibility on one or more of the allegations, the Decision-makers may then consider the previously submitted party impact statements in determining appropriate sanction(s).

The Chair will ensure that each of the parties has an opportunity to review any impact statement submitted by the other party(ies). The Decision-makers may – at their discretion – consider the statements, but they are not binding.

The Decision-makers will review the statements and any pertinent conduct history provided by the Vice President of Institutional Effectiveness and Operational Development and will recommend the appropriate sanction(s) in consultation with other appropriate administrators as required.

The Chair will then prepare a written deliberation statement and deliver it to the Title IX Coordinator, detailing the determination, rationale, the evidence used in support of its determination, the evidence disregarded, credibility assessments, and any sanctions or recommendations.

This report typically should not exceed three (3) to five (5) pages in length and must be submitted to the Title IX Coordinator within two (2) business days of the end of deliberations, unless the Title IX Coordinator grants an extension. If an extension is granted, the Title IX Coordinator will notify the parties.

#### Notice of Outcome

Using the deliberation statement, the Title IX Coordinator will work with the Chair to prepare a Notice of Outcome. The Title IX Coordinator will then share the letter, including the final determination, rationale, and any applicable sanction(s) with the parties and their Advisors within 10 business days of receiving the Decision-makers deliberation statement.

The Notice of Outcome will then be shared with the parties simultaneously. Notification will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address of **the parties as indicated in official College records, or emailed to the parties'** College-issued email or otherwise approved account. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

The Notice of Outcome will identify the specific policy(ies) reported to have been violated, including the relevant policy section, and will contain a description of the procedural steps taken by the College from the receipt of the misconduct report to the determination, including any and all notifications to the parties, interviews with parties and witnesses, site visits, methods used to obtain evidence, and hearings held.

The Notice of Outcome will specify the finding on each alleged policy violation; the findings of fact that support the determination; conclusions regarding the application of the relevant policy to the facts at issue; a statement of, and rationale for, the result of each allegation to the extent the Recipient is permitted to share such information under state or federal law; any sanctions issued which the College is permitted to share according to state or federal law; and any remedies provided to the Complainant designed **to ensure access to the College's educational or employment program or activity**, to the extent the College is permitted to share such information under state or federal law (this detail is not typically shared with the Respondent unless the remedy directly relates to the Respondent).

The Notice of Outcome will also include information on when the results are considered by the College to be final, any changes that occur prior to finalization, and the relevant procedures and bases for any available appeal options.

#### Withdrawal or Resignation While Charges Pending

**Students:** If a student has an allegation pending for violation of the Policy on Equal Opportunity, Harassment, and Nondiscrimination, the College may **place a hold on a student's ability to graduate and/or to receive an official transcript/diploma.**

Should a student decide to not participate in the resolution process, the process proceeds absent their participation to a reasonable resolution. Should a student Respondent permanently withdraw from the College, the resolution process ends, as the College no longer has disciplinary jurisdiction over the withdrawn student.

However, the College will continue to address and remedy any systemic issues, variables that may have contributed to the alleged violation(s), and any ongoing effects of the alleged harassment, discrimination, and/or retaliation. The student who withdraws or leaves while the process is pending may not return to the College. A hold will be placed on their ability to be readmitted.

If the student Respondent only withdraws or takes a leave for a specified period of time (e.g., one semester or term), the resolution process may continue remotely and that student is not permitted to return to the College unless and until all sanctions have been satisfied.

During the resolution process, the College may put a hold on a responding **student's transcript or place a notation on a responding student's transcript or dean's disciplinary certification that a disciplinary matter is pending.**

**Employees:** Should an employee Respondent resign with unresolved allegations pending, the resolution process ends, as the College no longer has disciplinary jurisdiction over the resigned employee.

However, the College will continue to address and remedy any systemic issues, variables that contributed to the alleged violation(s), and any ongoing effects of the alleged harassment or discrimination.

The employee who resigns with unresolved allegations pending is not eligible for rehire with NIACC, and the records retained by the Title IX Coordinator will reflect that status.



All College responses to future inquiries regarding employment references for that individual will include that the former employee resigned during a pending disciplinary matter.

### Appeals

**Any party may file a request for appeal (“Request for Appeal”), but it must be submitted in writing to the Title IX Coordinator within 5 days of the delivery of the Notice of Outcome.**

A single Appeal Decision-maker will Chair the appeal. The Decision-maker will have been involved in the process previously, including any dismissal appeal that may have been heard earlier in the process. The Request for Appeal will be forwarded to the Appeal Chair for consideration to determine if the request meets the grounds for appeal (a Review for Standing).

This review is not a review of the merits of the appeal, but solely a determination as to whether the request meets the grounds and is timely filed.

#### a. Grounds for Appeal

Appeals are limited to the following grounds:

- (A) Procedural irregularity that affected the outcome of the matter;
- (B) New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
- (C) The Title IX Coordinator, Investigator, or Decision-makers had a conflict of interest or bias for or against Complainants or Respondents generally or the specific Complainant or Respondent that affected the outcome of the matter.

If any of the grounds in the Request for Appeal do not meet the grounds in this Policy, that request will be denied by the Chair and the parties and their Advisors will be notified in writing of the denial and the rationale.

If any of the grounds in the Request for Appeal meet the grounds in this Policy, then the Appeal Chair will notify the other party(ies) and their Advisors, the Title IX Coordinator, and, when appropriate, the Investigators and/or the original Decision-maker(s).

The other party(ies) and their Advisors, the Title IX Coordinator, and, when appropriate, the Investigator and/or the original Decision-makers will be mailed, emailed, and/or provided a hard copy of the request with the approved grounds and then be given 5 business days to submit a response to the portion of the appeal that was approved and involves them. All responses will be forwarded by the Chair to all parties for review and comment.

The non-appealing party (if any) may also choose to raise a new ground for appeal at this time. If so, that will be reviewed for standing by the Appeal Chair and either denied or approved. If approved, it will be forwarded to the party who initially requested an appeal, the Investigator and/or original Decision-makers, as necessary, who will submit their responses in 5 business days, which will be circulated for review and comment by all parties.

Neither party may submit any new requests for appeal after this time period. The Appeal Chair will collect any additional information needed and all documentation regarding the approved grounds and the subsequent responses and will render a decision in no more than 5 business days, barring exigent circumstances.

A Notice of Appeal Outcome will be sent to all parties simultaneously including the decision on each approved ground and rationale for each decision. The Notice of Appeal Outcome will specify the finding on each ground for appeal, any specific instructions for remand or reconsideration, any sanctions that may result which the College is permitted to share according to state or federal law, and the rationale supporting the essential findings.

Notification will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address of the parties as indicated in official institutional records, or emailed to the **parties’ College-issued email or otherwise approved account.** Once mailed, emailed and/or received in-person, notice will be presumptively delivered.

#### b. Appeal Considerations

- Decisions on appeal are to be deferential to the original decision, making changes to the finding only when there is clear error and to the sanction(s) /responsive action(s) only if there is a compelling justification to do so.
- Appeals are not intended to provide for a full re-hearing (de novo) of the allegation(s). In most cases, appeals are confined to a review of the written documentation or record of the original hearing and pertinent documentation regarding the specific grounds for appeal.
- An appeal is not an opportunity for Appeal Decision-makers to substitute their judgment for that of the original Decision-makers merely because they disagree with the finding and/or sanction(s).
- The Appeal Chair/Panel may consult with the Title IX Coordinator on questions of procedure or rationale, for clarification, if needed. Documentation of all such consultation will be maintained.
- Appeals granted based on new evidence should normally be remanded to the original Investigator and/or Decision-makers for reconsideration. Other appeals may be remanded at the discretion of the Title IX Coordinator or, in limited circumstances, decided on appeal.
- Once an appeal is decided, the outcome is final: further appeals are not permitted, even if a decision or sanction is changed on remand (except in the case of a new hearing).
- The results of a remand to a Decision-makers cannot be appealed.

### Recordkeeping

The College will maintain for a period of seven years records of:

1. Each sexual harassment investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript required under federal regulation;
2. Any disciplinary sanctions imposed on the Respondent;
3. Any remedies provided to the Complainant designed to restore or **preserve equal access to the College’s education program or activity;**
4. Any appeal and the result therefrom;
5. Any Informal Resolution and the result therefrom;
6. Any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment, including:
  - a. The basis for all conclusions that the response was not deliberately indifferent;
  - b. Any measures designed to restore or preserve equal access to the **College’s education program or activity; and**
  - c. If no supportive measures were provided to the Complainant, document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

The College will also maintain any and all records in accordance with state and federal laws.

### Revision of this Policy and Procedures

This policy and procedures supersede any previous policy(ies) addressing harassment, sexual misconduct, discrimination, and/or retaliation and will be reviewed and updated annually by the Title IX Coordinator. The College reserves the right to make changes to this document as necessary, and once those changes are posted online, they are in effect.

During the resolution process, the Title IX Coordinator may make minor modifications to procedures that do not materially jeopardize the fairness owed to any party, such as to accommodate summer schedules. The Title IX Coordinator may also vary procedures materially with notice (on the institutional website, with the appropriate effective date identified) upon determining that changes to law or regulation require policy or procedural alterations not reflected in this Policy and procedures.

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## Personal Electronic Devices

To provide an environment conducive to learning, North Iowa Area Community College requires that cellular phones, pagers, and other personal electronic devices be turned off or set to vibrate when entering classrooms, computer labs, library, offices, auditoriums, or arena areas.

Photography, including photos and videos taken via cell phones and other devices, is not allowed in bathrooms, locker rooms, or other areas where there is a reasonable expectation of privacy.

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

## Recorded Lecture Policy

Purpose:

For the purpose of the policy, a recording shall consist of an audio or video replication recorded on devices including, but not limited to, audio recorders, cellular phones, computers and other handheld devices that record visual and auditory lecture components. In addition to this policy, please read any **"Class Recording and Social Media Policies"** that may be contained in your course syllabi.

1. There are a number of reasons a lecture or other educational activity might be recorded and the request may be initiated by the instructor, a student, or another interested party:
  - to develop learning materials for synchronous, hybrid and/or fully online courses
  - to provide lecture materials to learners as a study aid
  - to provide access to lecture recordings for remote students or due to a missed class (as permitted by the instructor to avoid contradicting course attendance requirements)
  - to meet student accommodation requirements.
2. Recordings for other reasons may be considered but may be subject to further review by instructors and division chairs (as required) and in order to take into consideration specific program or course requirements.

3. Any student may request permission from an instructor to record all or part of a learning activity. If permission to record is denied, a student may discuss the matter further with the instructor or division chair to see if a mutually satisfactory solution can be reached.

Conditions of recording:

- Students, guest speakers, and others in the class must be informed that recording will occur.
- Recorded lectures may not be shared with other people without the consent of the lecturer.
- Permission to allow the recording is not a transfer of any copyrights in the recording. The recording may not be reproduced or uploaded to publicly accessible web environments or shared by any other means.
- **Lecture content and materials are considered NIACC's &/or lecturer's** intellectual property, therefore guidelines and regulations regarding copyright apply to the recording of lectures. Recordings may not be copied, modified, exchanged or distributed for commercial purposes, for compensation, or for any other purpose other than study by students. Public distribution of recordings may constitute copyright infringement in violation of federal or state law, or College policy. Violation of this policy may subject a student to disciplinary action.

## Speech and Expression

Preamble: This College establishes this policy to comply with the laws of the state of Iowa and to protect speech and expression at public institutions of higher education.

The primary function of an institution of higher education is the discovery, improvement, transmission, and dissemination of knowledge by means of research, teaching, discussion, and debate. To fulfill this function, the institution must strive to ensure the fullest degree of intellectual freedoms and free expression allowed under the First Amendment to the Constitution of the United States.

It is not the proper role of an institution of higher education to shield individuals from speech protected by the First Amendment to the Constitution of the United States, which may include ideas and opinions the individual finds unwelcome, disagreeable, or even offensive.

It is the proper role of an institution of higher education to encourage diversity of thoughts, ideas, and opinions and to encourage, within the bounds of the First Amendment to the Constitution of the United States, the peaceful, respectful, and safe exercise of First Amendment rights.

Students and faculty have the freedom to discuss any problem that presents itself, assemble, and engage in spontaneous expressive activity on campus, within the bounds of established principles of the First Amendment to the Constitution of the United States, and subject to reasonable time, place, and manner restrictions that are consistent with established First Amendment principles.

The outdoor areas of campus of an institution of higher education are public forums, open on the same terms to any invited speaker subject to reasonable time, place, and manner restrictions that are consistent with established principles of the First Amendment to the Constitution of the United States.

The outdoor areas of campus, which for this Policy means the generally accessible outside areas of campus where the campus community are commonly allowed, such as grassy areas, walkways, or other similar common areas. Outdoor areas of campus do not include areas outside health care facilities, veterinary medicine facilities, facilities or outdoor areas

used by this College's athletic programs or teams, or other outdoor areas where access is restricted to a majority of the campus community.

**Protected Activities:** Members of the campus community, which for this policy shall include students, faculty and staff and/or guests invited by students, faculty and staff, shall be freely permitted to engage in noncommercial expressive activity in outdoor areas of campus, subject to reasonable time, place, and manner restrictions, and as long as the member's conduct is not unlawful, does not impede others' access to a facility or use of walkways, and does not disrupt the functioning of the College. NIACC may designate other areas of campus available for use by the campus community. All access to designated areas will be granted on a viewpoint-neutral basis.

Noncommercial expressive protected activities included but are not limited to any lawful oral or written means by which members of the campus community may communicate ideas, including but limited to all forms of peaceful assembly, protests, speeches including invited speakers, distribution of literature, circulating petitions, and publishing, including publishing or streaming on an internet site, audio or video recorded in outdoor areas of campus.

Protected activities shall also include the right of student expression in a counter demonstration held in an outdoor area of campus as long as the conduct at the counter demonstration is not unlawful, does not materially and substantially prohibit the free expression of others, or impede other's access to a facility or use of walkways.

**Non-protected Activities:** Nothing shall prevent NIACC from prohibiting, limiting, or restricting expression and/or expressive activity that is not otherwise protected by the Constitution of the United States. Non-protected activities include, but are not limited to the following:

-a threat of serious harm and expression directed to likely directed to provoke imminent unlawful actions; and

-harassment, including but not limited to expression which is so severe, pervasive, and subjectively and objectively offensive that the expression unreasonably interferes with an individual's access to educational opportunities or benefit provided by the College.

**Student Organizations:** NIACC will not deny benefits and privileges available to student organizations based on the viewpoint or expression of the viewpoint of a student organization or its members protected by the First Amendment to the Constitution of the United States. For the purposes of this policy, benefits means recognition, registration, use of facilities for meetings or speaking purposes, use of channels of communication, and access to funding sources otherwise available to other student groups.

In addition, NIACC shall not deny any benefits or privileges to a student organization based on the organization's requirement that its leaders agree to and support the organization's beliefs as interpreted and applied by the organization, and to further the organization's mission. For the purposes of this policy, student organizations means a group officially recognized or registered by NIACC, or a group seeking official recognition or registration comprised of students who are admitted and in attendance at NIACC who receive or are seeking to receive benefits or privileges.

**Public Forums on Campus-Freedom of Association:** The outdoor areas of campus are deemed public forums. NIACC may maintain and enforce clear, published, reasonable viewpoint-neutral time, place, and manner restrictions that are narrowly tailored in the furtherance of a significant institutional interest, but shall allow members of the campus to engage in spontaneous expressive activity and to distribute literature. If NIACC places restrictions, it shall provide ample alternative means of expression.

Except as provided in this policy, and subject to the reasonable time, place,

and manner restriction, NIACC shall not designate any area of campus a free speech zone or otherwise create policies restricting expressive activities to a particular outdoor area of campus.

Nothing in this policy shall be construed to grant individuals the right to engage in conduct that intentionally, material, and substantially disrupts the expressive activity of a person or student organization if NIACC has reserved space in an outdoor area of campus for the activity in accordance with this policy.

**Complaint Procedure:** If a member of the campus community believes they have been aggrieved by a violation of this policy, they may file a complaint with the NIACC Board of Directors by contacting the President's Office within one year after the day the cause of action accrues.



## 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.

College disciplinary proceedings may proceed against a student accused of conduct that potentially violates both criminal law and this Student Code of Conduct (SCC) (that is, if both possible violations result from the same factual situation) without regard to any pending civil or criminal legal action. Proceedings under the Student Code of Conduct (SCC) may be carried out prior to simultaneously with, or following civil or criminal proceedings off campus. Determinations made or sanctions imposed under this Student Code of Conduct (SCC) will not be subject to change due to the outcome of any legal outcome arising out of the same facts giving rise to violations of College rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

When a student is charged by federal, state, or local authorities with a violation of the law, the College will not request or agree to special consideration for that individual because of his or her status as a student. If an incident is also being processed under the Student Code of Conduct, the College may advise off-campus authorities of the existence of the Student Code of Conduct and of how incidents are typically handled within the college community. The College will attempt to cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with campus rules or sanctions). Individual students and other members of the college community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

## I. Statement of General Policy and Definitions

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

Definitions

In this code, unless the context otherwise requires:

- a. **"Behavior Intervention Team" (BIT) means a group which confers weekly to address student issues and behavioral concerns.**
  - b. **"Class day" means a day on which classes are regularly scheduled.**
  - c. **"College property" or "College facilities" means property, real or personal, owned, leased, controlled, or managed by the college.**
  - d. **"Complaint" is a written statement which identifies an alleged violation and which sets forth the facts which constitute the violation. A complaint shall be prepared by the Vice President of Student Development and Success and shall include a summary of the expected testimony of each witness in support of the allegation.**
  - e. **"Vice President" means the Vice President of Student Development and Success or Vice President of Academic Affairs and Student Learning.**
  - f. **"Faculty" means instructional employees.**
  - g. **"Major violation" means one which can result in suspension or expulsion from the College or denial of degree.**
  - h. **"Minor violation" means one which can result in any disciplinary action other than suspension or expulsion from the College or denial of degree.**
  - i. **"Student" means any person enrolled at the College, whether on a part-time or full-time basis, and includes a person accepted for admission to the College.**
  - j. **"President" means the President of the College.**
  - k. **"Violation" means any conduct, act, or omission to act, which violates a provision of this code, or a regulation, policy or administrative rule of the College or of the Board.**
- II. Standards: conduct which is contrary to any of the following may subject the student to disciplinary action and shall constitute a violation.

A. Student Identification

Students will be issued an I.D. card to be used for identification when attending college-supported, sponsored or supervised activities and in checking out materials from the library. A \$25 charge will be made to cover the cost of replacement. Misuse or failure to show an I.D. card when instructed to do so by a college official, 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 or some else or something else, i.e. generative artificial intelligence, 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, College Official, or Faculty member, 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 Behavior Intervention Team (BIT) 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
- 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 of Student Development and Success 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.

### III. Disciplinary

#### A. Academic Summons will be handled by the Vice President of Academic Affairs and Student Learning.

##### 1. Investigation and Complaint

a. When the Office of Academic Affairs receives information indicating that a student has committed a violation, the Vice President shall investigate the alleged violation. After review, the Vice President will 1. Dismiss the allegation as unfounded, either before or after conferring with the student; 2. Render the consequences for the violation.

b. The Vice President of Academic Affairs and Student Learning may take interim disciplinary action, including, but not limited to,

suspending the right of the student to be present on the campus and to attend classes, and restricting or altering the other privileges granted the student, when, in the opinion of the Vice President, the interests of the College would best be served.

#### B. Administrative Summons

##### 1. Investigation and Complaint

a. When the Office of Student Development receives information indicating that a student has committed a violation, the Vice President shall investigate the alleged violation. After review, the Vice President will 1. Dismiss the allegation as unfounded, either before or after conferring with the student; 2. Render the consequences for the violation. 3. Refer the case to the Behavioral Intervention Team (BIT).

1. Dismiss the allegation as unfounded, either before or after conferring with the student;

2. Render the consequences for the violation.

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

##### 2. Notice to Appear

a. A student may be ordered to appear before the Behavior Intervention Team (BIT) 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 Behavior Intervention Team (BIT). The Behavior Intervention Team (BIT) 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 Behavior Intervention Team (BIT). The student must serve the Chair of the committee with a written request for a hearing on or before the third day following the refusal to accept administrative disposition. The Behavior Intervention Team Chair shall then inform the Vice 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 Office of Student Development 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 BIT.

### C. Behavior Intervention Team (BIT)

#### 1. Composition and Organization

- a. The BIT shall be composed of three administrative officers of the College. The members of the committee shall be appointed by the Vice President of Student Development and Success.
- b. The BIT 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 BIT and shall present evidence to support an allegation of a violation.

#### 2. Notice

- a. The BIT 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 24 hours 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 BIT 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 BIT 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.
  6. To remain silent during the hearing and not have the silence used against him/her.
- e. The BIT may suspend a student who fails without good cause to comply with a notice sent under these provisions, or, at its **discretion, the BIT may proceed with the hearing in the student's absence**.
- f. The Behavior Intervention Team (BIT) shall provide minutes from the meeting to the Vice President of Student Development and Success and to the student, upon request only.

#### 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 BIT 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 five days after service of notice or for other good cause, the student may submit the information described in paragraph 3b. 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 BIT shall read the complaint;
  2. The chairperson of the BIT 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 will vote the issue of whether there has been a violation and shall inform the student and the Vice President of their finding. If the committee finds a violation, the student and the Vice President shall have the right to submit evidence and argument as to the proper penalty;
  7. The committee shall then determine the penalty, if any;
  8. The committee shall state in writing each finding of a violation and the penalty determined. Each committee member concurring in the finding and penalty shall sign the statement. The committee shall include in the statement its reasons for the finding and penalty.

#### 5. Evidence

- a. Rules of evidence shall not apply to hearings before the BIT, and the BIT may admit and give effect to evidence that possesses probative value and is commonly accepted in the conduct of a reasonable person. The BIT shall not consider and may exclude irrelevant, immaterial, and unduly repetitious evidence. The BIT shall recognize as privileged communications between a student and a member of the professional staff, counseling center, or the Office of the Vice President of Student Development and Success 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 BIT shall deliver the record to the President of the College and the Vice President of Academic Affairs and Student Learning with a copy to the Vice President of Student Development and Success after the decision is rendered.

### D. Administrative Review

1. The President shall review the decision and make one of the following decisions:
  - a. Accept the Behavior Intervention Team (BIT) decision.
  - b. Request for the Behavior Intervention Team (BIT) to reconsider its decision.

2. The Administrative Review is the final decision of the violation.
- IV. Penalties. The Vice President of Student Development and Success, with the advisement from the Behavior 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 the College, and from registering, either for credit or for non-credit, for scholastic work at or through the College.
  - K. Campus 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 Personal Wellness Coordinator, 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.
- ## 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 digital media (i.e. 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.

- 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.
- "Computer hacking"** (i.e. unwanted or unsolicited entry into a computer system).
- 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).
- Unauthorized access, willful damage, or misuse of systems, applications, databases, code, or data.
- Use of the campus network, the Internet, 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.
- 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.**
- Allowing others to use your personal username and password to access campus networks or the Internet.

### 9. Use of NIACC Computer Labs:

- First priority use is for scheduled classes and workshops.
- Second priority use is for students doing assignments required for classes, or staff preparing for a class.
- 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 of Student Development and Success (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 of Student Development and Success (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 Chairperson and Vice President of Academic Affairs and Student Learning; other extra-curricular trips shall be approved by the related administrative area.

The sponsoring staff member shall insure 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 of Student Development and Success prior to leaving campus. Each student must sign a Travel and Waiver of Liability Form (Etrieve) which are submitted electronically to the Student Development Office Manager or, if for an athletic event, to the Athletic Director prior to leaving campus.

*The link to the Travel and Waiver of Liability Form can be found on TrojanHome: Etrieve - **Electronic Forms**". 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 Development.*

Attendance extra-curricular and co-curricular functions is encouraged by the faculty and administration. The student will be allowed an absence from class attendance, but not from the gradable work missed during the absence. Students absent because they are official College representatives or attending an official College event must make advance arrangements with the instructor complete all work before the absence. The student requiring the excused absence from class should notify the instructor at least two class periods before the missed class. Faculty should be as cooperative as possible in helping the excused student to either 1) complete the missed work before the absence or 2) establish an assignment completion timeline before the 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.]

## 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 Travel and Waiver of Liability form must be submitted to the Student Development Office Manager prior to the trip.

*The link to the Travel and Waiver of Liability form can be found on TrojanHome: Etrieve - Electronic Forms. 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 Development.*

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.**

## Suicide Prevention Protocol

### Guiding Principles

North Iowa Area Community College is committed to the success of all students, including those with mental health conditions.

North Iowa Area Community College will:

- Acknowledge but not stigmatize mental health problems;
- Make suicide prevention a priority;
- Encourage students to seek help or treatment that they may need;
- Ensure that personal information is kept confidential;
- Allow students to continue their education as normally as possible by making reasonable accommodations; and
- Refrain from discrimination or retaliation against students with mental illnesses, including punitive actions toward those in crisis.

North Iowa Area Community College will take reasonable measures to prevent suicide by a student, including but not limited to the following circumstances:

1. **Actual knowledge of a student's suicide attempt that occurred while enrolled at the college or recently before matriculation, or**
2. **Knowledge of a student's stated plans or intentions to commit suicide.**

*Important: In emergency situations, contact police, fire, or emergency medical personnel (9-1-1).*

*In a Non-Emergency Situation:*

Steps in Protocol when self-harm is foreseeable:

1. Keep student with you, if student is willing to speak with the Personal Wellness Coordinator or an Advisor.
2. Contact Student Development by calling either the Student Development Office Manager (641.422.4208) or the Administrative Assistant for Counseling & Advising (641.422.4207) to request a meeting with the Personal Wellness Coordinator or an advisor, or walk the student to the Student Development Office in Administration Building, Room 104.
3. Once the student is meeting with the Personal Wellness Coordinator or an Advisor, the remaining protocol is determined on a case-by-case basis depending on student needs.
4. If a referred student does not seek services through NIACC Student Development or another service provider, Student Development personnel will make individualized efforts to encourage the student to access services.
  - **Student Development will contact the student's emergency contact.**
5. In the event a student is hospitalized efforts will be made to minimize the effects of absences depending on the specific situation.

## Wellness Support

Students are encouraged to seek wellness support through campus services.

Reasons to contact the Personal Wellness Coordinator:

- Concerns about personal safety
- Does the student need someone to talk to?
  1. depression/loss
  2. loneliness/homesick
  3. substance abuse
  4. behavioral-health concerns

You may also help the student make an appointment online or Contact Student Development—Phone number: 641-422-4207

Wellness support is provided in the community.

- Community Resource Directory
- Online Screenings - NIACC offers free online screenings for eating disorders, alcohol issues, anxiety disorders, and depression. The free screening is made available to all NIACC students and is taken anonymously. The screening is provided so that a student may find out, in just a few minutes, whether or not professional consultation would be helpful.
- Area Mental Health Providers

**All services are provided on a voluntary basis and it remains the student's decision whether or not to seek services.** (See *Protocol* if student is unwilling/refuses to meet with a counselor.

North Iowa Area Community College recognizes that certain forms of self-harm, such as cutting, may not be suicidal gestures or expressions of suicidal thoughts. The motivation for cutting may be to reduce internal tension or anxiety, express anger or despair, exert self-control, or communicate non-verbally

- **If you're unsure whether the situation warrants follow-up,** contact the Personal Wellness Coordinator

### Confidentiality

Wellness Support services are confidential. (As appropriate, the Student Development personnel may encourage the student to consent to sharing **information with the student's family or others.**)

As permitted by law, North Iowa Area Community College may disclose information about a student to the extent needed to protect the student or others from a serious and imminent threat to safety, for example, by making disclosures to crisis intervention or emergency personnel. Disclosures are permitted only if the student will not consent to interventions that will ameliorate the risk.

### Video Surveillance

The College utilizes video surveillance systems to enhance the safety and security of students, employees, visitors, and property. The College will protect the reasonable expectation of privacy of the campus community, as defined by law, in its use of video surveillance systems.

The primary use of video surveillance systems will be to record information that may be useful to College administrators in the event of a criminal act, property damage, or serious violations of campus policy. Video surveillance systems are not a guarantee of safety and security but are a tool to assist in efforts to provide a safe and secure environment.

Video surveillance also serves as a deterrent to property related crime and provides real-time information during emergencies. The utilization of surveillance cameras is part of an integrated security approach that includes a number of strategies, including physical presence of security officers, access controls, and alarms.

### Monitoring and Access Video Surveillance Recordings

Video surveillance shall be used exclusively for purposes of campus safety and asset protection. Real-time monitoring will be limited to situations where an emergency requires the use of the system to gather needed information, when a threat to campus security or property has been received by campus officials.

Maintaining confidentiality and securing the privacy of campus community members and visitors is foremost in our practice. Therefore, only a limited number of staff members have access and authority to access, monitor, view, and make copies of footage. Such authority will be granted to employees by Cabinet.

Recordings shall be viewed exclusively for the purpose of investigation of crime or serious campus policy violations and adjudication. Staff members must report all observed policy violations, misconduct, and potential criminal acts to Student Development for investigation, adjudication, and inclusion in the Campus Crime Log.

Video surveillance shall not be used to track any member of the campus community unless a threat to campus security has been received by College officials, or reasonable cause exists that a serious violation of campus policy

or that a criminal act has been committed.

#### Release of Video Surveillance Recordings

Only authorized staff members may access and monitor video surveillance; however, occasions may arise when circumstances demand that other staff members have a legitimate need to view recorded data. Such staff members will be permitted to view footage only with the prior approval of the Vice President of Student Development and Success. Circumstances that may warrant a review of footage shall be limited to instances where an incident has been reported or observed, or for investigation of a potential crime.

A request to review recorded footage must be submitted and approved in writing. Requests from any College employee to obtain a copy of recorded data must be authorized by the Vice President of Student Development and Success or a College Vice President. All external requests for the release of recorded data must also be submitted to the Vice President of Student Development and Success or College President for approval prior to release. Recorded data may be released when it is related to a criminal investigation, civil suit, subpoena or court order, arrest, or to disciplinary proceedings against a student or personnel actions against an employee.

#### Security and Retention of Video Surveillance Recordings

Video recordings will be stored and transported in a manner that provides security. All recordings shall be kept in a secure location. Recordings not related to or used for investigative purposes shall be kept confidential and destroyed regularly in accordance with prevailing records retention law.

All recordings used for an investigation or prosecution will be retained until the end of the proceeding and appeal period unless directed otherwise by the civil court or senior campus administrator.

## COLLEGE SERVICES

### NIACC BookZone

NIACC BookZone is your one-stop-shop for textbooks, supplies, and all things NIACC. Our physical location is conveniently located in the Activity Center, and our website is located at [www.niaccbookzone.com](http://www.niaccbookzone.com). Students can purchase items in store or online, whichever is most convenient. Accepted forms of payment are: Mastercard, Visa, Discover, and NIACC Cash. If students have applied for financial aid, they are allowed to charge textbooks and required course supplies to their NIACC account.

The BookZone can be reached by calling 641-422-4500.

#### Regular Hours

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

#### Extended Fall Hours

August 21 - 25, 2023 ..... 8:30 am - 4:00 pm

August 26, 2023 - Move-in weekend ..... 10:00 am - 3:00 pm

August 28 - August 31, 2023 ..... 8:00 am - 5:00 pm

September 1, 2023 ..... 8:00 am - 3:00 pm

September 4, 2023 - Labor Day ..... CLOSED

#### Student Interim Break Hours

December 20, 2023 - January 2, 2024 ..... CLOSED

#### Regular Spring Hours

Monday - Friday ..... 8:30 am - 3:00 pm

#### Extended Spring Hours

January 8 - 12, 2024 ..... 8:30 am - 4:00 pm

January 15, 2024 - Martin Luther King Day ..... CLOSED

January 16 - 18, 2024 ..... 8:00 am - 5:00 pm

January 19, 2024 ..... 8:00 am - 3:00 pm

March 11 - 15, 2024 ..... CLOSED

#### Regular Summer Hours

Monday - Friday ..... 8:30 am - 3:00 pm

#### Summer Holidays/Closures

May 27, 2024 - Memorial Day ..... CLOSED

June 27 - 28, 2024 - Inventory ..... CLOSED

July 4, 2024 - 4th of July Holiday ..... CLOSED

The Bookstore is closed on holidays and weekends.

#### Textbook Return Policy

Returns are accepted within the designated return period stated on the **current term's return policy; this is given to all students at time of checkout.** All returns must be accompanied by a valid BookZone receipt and are subject to the discretion of the store manager.

#### 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.

#### Break/Summer Hours

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

#### Admissions Office Hours

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

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

Contact the Admissions office to schedule an evening appointment at 641-422-4245.

#### Athletic Office Hours

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

Friday ..... 8:00 a.m. - 4:15 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 - Thursday ..... 7:45 a.m. - 5:00 p.m.  
 Friday ..... 7:45 a.m. - 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.

#### Weekend Hours

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 Office Hours

Monday - Thursday ..... 7:45 a.m. - 5:00 p.m.  
 Friday ..... 7:45 a.m. - 4:15 p.m.  
 Contact the Student Development office to schedule an evening appointment at 641-422-4207.

#### Student Learning Center

Monday & Wednesday ..... 8:00 a.m. - 5:00 p.m.  
 Tuesday & Thursday ..... 8:00 a.m. - 7:00 p.m.  
 Friday ..... 8:00 a.m. - 4:00 p.m.

#### Testing Center Hours

Regular Semester Hours  
 Monday, Tuesday, Friday ..... 8:00 a.m. - 4:00 p.m.  
 Wednesday & Thursday ..... 8:00 a.m. - 6:30 p.m.

#### Summer Hours

Monday - Friday ..... 8:00 a.m. - 4:00 p.m.

For the most updates information, please contact the Testing Center at 641-422-4237 or at <https://www.niacc.edu/learning-support/>

#### 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.

#### Summer Hours

Limited hours in June, July and August.

#### Library

The NIACC Library provides access to information resources and services that support the success of our campus and our community.

The library is open to students and community members 48.5 hours per week and is staffed by the library director, two library assistants, and student workers. Students, faculty, and staff may check out materials with their NIACC OneCARD, and they have remote access to online materials with

their Trojan Home login. NIACC's library participates in the Open Access program through the State Library of Iowa. This allows individuals with a library card from their local Iowa library "open access" to materials housed at NIACC. Other services provided to library patrons include interlibrary loan, photocopying and faxing, research assistance, and access to computers and printers.

The library's physical collection includes a wide variety of books, media, and periodicals. Subscriptions include national newspapers, North Iowa area newspapers, and journals. Electronic databases offering full-text journal articles, newspapers, streaming video, and electronic books are available through the library's web page and are available to patrons 24 hours a day, 7 days a week. These items are available while on campus or studying remotely. As an academic library, patrons are educated on current and historical events through displays and activities created by library staff. Displays are updated several times a month, and they encourage further exploration of the topics spotlighted.

The library offers great spaces to study independently or as a group. It houses 30 computers that can be accessed with a NIACC username and password, and all computers have access to a printer. Patrons are free to bring their own laptop, and they will have free access to NIACC's WIFI. Café Bean, located within the library, provides a casual atmosphere with a Keurig machine and microwave for patron use. The library offers a variety of Keurig pods (coffee, tea, hot chocolate) for purchase.

#### Library Hours

#### Fall and Spring Semesters

Monday and Wednesday ..... 7:30 a.m. - 7:00 p.m.  
 Tuesday, Thursday, and Friday ..... 7:30 a.m. - 4:00 p.m.  
 Closed Weekends and Holidays

#### Summer Term

Monday - 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.

To return materials, place them on 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, or campus C-store. 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 submitting a ticket via a web form (the Service Catalog section of the IT HelpDesk Client Portal), by phone (Toll free: 1-888-GO NIACC x4357 (1-888-466-4222 x4395) or locally: 641-422-4395), or by e-mail (HelpDesk@NIACC.edu). For urgent issues, contact the help desk by phone at 641-422-4357; for less urgent issues, the help desk is available via the web form or e-mail.

## EMERGENCY PROCEDURES

### General

1. The safety and welfare of students, visitors, and staff is of primary **importance to the College. 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. Location of Fire Pull Stations
  - c. Location of 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 faculty/staff 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 the NIACC Incident Report Form.**
2. Incident Report Forms are filed with the Business Office.
3. In the event of a serious accident or critical illness, the immediate family shall be notified by the President or a designee.

4. The dissemination of 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 of Student Development and Success.

### 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. Provide the handicapped with appropriate assistance in evacuating 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. Make sure the handicapped have appropriate assistance. Try to ensure that the relocation is conducted in a calm and orderly manner.
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 persons 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. After the all clear, assist the injured. 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 NIACCA/ert text message on your cell phone, please log on to the NIACC home page at <https://www.niacc.edu/about/campus-safety/inclement-weather/>. 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 TrojanHome.

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.)

Station	Location	Frequency
KLSS	Mason City	106.1 FM / 1010 AM
KRIB	Mason City	1490 AM
KGLO	Mason City	1300 AM
KIA/FOX		93.9 FM / 103.1 FM
KCMR	Mason City	97.9 FM
KCHA	Charles City	96 FM / 1580 AM
KCZY	Osage	92.7 FM
KLMJ	Hampton	104.9 FM
KIOW	Forest City	107.3 FM
KY-102.7	Northwood	102.7 FM
KUNY	Cedar Falls	91.5 FM
KAUS	Austin	100 FM / 1480 AM
KIMT TV	Rochester	Channel 3
KAAL TV	Austin	Channel 6

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 Garner, Hampton, and Lake Mills Centers are included in the general announcement unless specified differently. The Charles City Center is included in the general announcement of NIACC Mason City campus unless specified differently. The Charles City Center will remain open to serve community groups and receive phone messages even though day classes may be delayed or canceled. If weather conditions warrant, the NIACC Charles City Center may be closed by the President or his designee.
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 announced via NIACCA/erts. 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 NIACCA/erts, area radio and TV listed above.

7. Off-Campus Evening Classes - Decisions regarding off-campus attendance centers are local decisions 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 of Student Development and Success. 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 of Student Development and Success 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.



NIACC Alerts

NIACC Alerts 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 to receive email messages.

NIACC Students – To update or add your cell phone number to receive emergency messages, please login to TrojanHome and fill out the Etrieve “Cell Phone Change” 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

Criminal Offenses  
On-campus

	FY 2021	FY 2022	FY 2023
Murder/Non-Negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	1	4	0
Motor Vehicle Theft	0	1	1
Arson	0	0	0

Criminal Offenses  
On-Campus Student Housing Facilities

	FY 2021	FY 2022	FY 2023
Murder/Non-Negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	1	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0

Criminal Offenses  
NonCampus / Public Property / Reported by Local Police

	FY 2021	FY 2022	FY 2023
Murder/Non-Negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0

Hate Crimes  
On-Campus /  
On-Campus Student Housing Facility  
NonCampus / Public Property / Reported by Local Police

	FY 2021	FY 2022	FY 2023
Murder/Non-Negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Larceny-Theft	0	0	0
Intimidation	0	1	0
Destruction/Damage/Vandalism of Property	0	0	0

VAWA (Violence Against Women Act) Offenses  
On-Campus /  
On-Campus Student Housing Facilities

	FY 2021	FY 2022	FY 2023
Domestic Violence	0	0	0
Dating Violence	0	1	0
Stalking	0	0	0

VAWA (Violence Against Women Act) Offenses  
NonCampus / Public Property

	FY 2021	FY 2022	FY 2023
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

Arrests on Campus/  
On-Campus Student Housing Facilities  
NonCampus / Public Property

	FY 2021	FY 2022	FY 2023
Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Weapons; Carrying, Possessing, etc.	0	0	0

Disciplinary Actions/Judicial Referrals - On-Campus / On-Campus Student Housing Facility

	FY 2021	FY 2022	FY 2023
Liquor Law Violations	49	26	52
Drug Abuse Violations	4	4	6
Weapons; Carrying, Possessing, etc.	0	1	0

	FY 2021	FY 2022	FY 2023
Unfounded Crimes	0	0	0
Fires—On Campus Student Housing	0	0	0

Reporting Crimes

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

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. The Student Development 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 of Student Development and Success. 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 25.) 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 of Student Development and Success, 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

Chalking

NIACC recognizes that chalking of sidewalks is a way to announce programs, promote events, exchange opinions, share messages, and otherwise express ideas. This policy is designed to permit sidewalk chalking while also advancing important College interests, including but not limited to ensuring campus safety, safeguarding entrances and exits to and from campus facilities, protecting College property and facilities, and maintaining the visitors.

Chalking is defined as the marking of a sidewalk surface with chalk in order to publicize an upcoming event sponsored by a Student Government approved student organization. Student Government approved student organizations may chalk ONLY to publicize an upcoming event that is open to all students. The chalking must include, and must be limited to, the event title (may not exceed seven words), event location and time, and the name of the sponsoring student organization. Only Student Government approved student organizations may chalk. No chalking is allowed on any surface other than sidewalks.

No individual student or approved student organization (or non-student acting on behalf of a student or approved student organization) may erase,



remove, efface, write over, modify, or otherwise impair the legibility of any chalking authorized by this policy. The approved student organization originally responsible for a chalking may erase, remove, or modify its own chalking, provided, however, that the modification shall be a chalking otherwise permissible under this policy. The College may impose disciplinary sanctions on an individual student(s) or student organization responsible for such erasing, removing, effacing, writing over, modifying, or otherwise impairing the legibility of any chalking.

Questions about the chalking policy should be directed to the Vice President of Student Development and Success at: [Rachel.McGuire@niacc.edu](mailto:Rachel.McGuire@niacc.edu).

To the fullest extent permitted by the First Amendment and other applicable law and consistent with other College policy, the College reserves the right to remove any chalking that does not comply with this policy and may impose disciplinary sanctions on individuals and/or student organizations that violate this policy. The College will notify the student organization of the policy violation and of the authorization for Facilities Management to remove the chalking. Individuals and/or student organizations found in violation of this policy may be assessed costs associated with removal and may forfeit privileges including but not limited to, loss of registration status, and loss of on-campus space reservation privileges.

#### Restrictions on chalking

- Chalking is limited to the use of water-soluble chalk (sidewalk chalk). The use of markers, paints, oil-based products, non-soluble products, and spray chalks are prohibited.
- Chalking is permitted only on horizontal (flat) sidewalks that are open to the elements (i.e., sidewalk that is not covered by a roof or overhang). Chalking is prohibited on all vertical surfaces and all non-sidewalk surfaces, both inside and outside, including benches, buildings, bus stops, bridges, columns, fountains, monuments, newsstands, overhangs, planters, poles, roads, rocks, signs, statues, stairs/steps, trash receptacles, trees, walls, and windows.
- Overwriting, erasing, defacing, or altering existing chalking is prohibited by anyone other than the person or organization who did the chalking, except that Facilities Management personnel are allowed to clean and wash sidewalks, plazas, and other outdoor areas at any time in the course of their usual and ordinary campus maintenance 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 Director of Marketing.

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

Student-led fundraising activities must first have the solicitation prospect list approved by the Director of Institutional Advancement with final approval granted by the Vice President of Student Development and Success prior to the activity occurring. Upon approval, student-led fundraising activities for the explicit purposes of benefiting a specific program, club, sport, or educational pursuits will be exempted from this policy.

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.

Any persons or groups interested in distributing materials other than on the Outdoor Areas of Campus must complete the Property Use for Special Event Application Form at least three business days prior to the activity.

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. 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 board on the north wall to the east of the Continuing Education office. Postings must be approved in advance by the Director of Marketing. Approval shall be based on a viewpoint-neutral basis within the bounds of established First Amendment principles.

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 Smoke free 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 and sale 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. This does not preclude a person's legislated right to carry, transport, or have in their possession a non-projectile high-voltage pulse weapon designed to immobilize as long as that device is not used in the commission of a public offense. The President or designee may authorize exceptions to this policy to those persons 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. Individuals who hold conceal and carry permits are not exempt from this policy.

#### 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 of 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, unless prior approval has been granted by the President or designee. This policy does not apply to service animals.

## ATHLETICS

### 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.

Cam Olson, Athletic Director

### Coaches

Baseball.....	Josh Merrill
<b>Basketball, Men's</b> .....	Jeremy Winters
<b>Basketball, Women's</b> .....	Brad Vaught
Cheerleading.....	Sandy Schupanz
Cross Country, Men's and Women's.....	Steven Story
Dance Team.....	Tina Wihlm
<b>Golf, Men's and Women's</b> .....	Chris Frenz
Soccer, Men's.....	TBA
<b>Soccer, Women's</b> .....	Gannon Harsma
Softball.....	Matt Egger
Track & Field, Men's and Women's .....	Coltin Hahle
Volleyball .....	Christine Brandt
<b>Women's Wrestling</b> .....	Basil Minto
Wrestling.....	Steve Kelly

### Athletic Conference

NIACC is a member of the Iowa Community College Athletic Conference (ICCAAC) 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.

## STUDENT DEVELOPMENT

### Academic Advising

When you register, you are assigned an advisor according to your meta major. Advisors are available Monday through Thursday, 7:45 am—5:00 pm, and Fridays 7:45 am—4:15 pm. Advisors are located in the Student Development Office—Administration Building, Room 104.

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.

For beginning students, multiple measures are used for placement in college level math and English courses. The chart (on page 67-69) contains the course placement information used for entry-level advising.

### Wellness Support

#### Where and when are services available?

A Personal Wellness Coordinator is available from 8:00 a.m. to 4:00 p.m., Monday through Friday and is located in the Student Development Office—



Administration Building, Room 104.

#### Who may use the Wellness Support Services?

The Wellness Support service is available to all NIACC students. There is no charge for this service.

Office without an appointment. Arrangements for an appointment with Wellness Support are made with the Administrative Assistant at the office during regular office hours or by calling 641-422-4207 or schedule an appointment online at: <https://trojanhome.niacc.edu/pages/academic-advising-appointment-scheduler>

#### How does Wellness Support work?

The Personal Wellness Coordinator'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.

#### How do I make my first contact with the Personal Wellness Coordinator?

Since the services of the Personal Wellness Coordinator are offered to you on a voluntary basis, you may arrange for an appointment whenever you have something you wish to discuss. However, should you feel the need to seek immediate assistance, feel free to come to the Student Development

### 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 Director who coordinates services between students with disabilities and their interactions with the College. Working in partnership with the student, the Disability Services Director 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 [NIACC's Disability Services website](https://www.niacc.edu/student-life/disability-services/). (<https://www.niacc.edu/student-life/disability-services/>) **Students' needs are identified on a case-by-case basis** as determined by the information the student provides through self-disclosure and documentation. When requested, an accommodation letter is created and provided to instructors.

A [Disability Services Student Handbook](https://www.niacc.edu/student-life/disability-services/disability-services-student-handbook/) can be found on our website at 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. (<https://www.niacc.edu/student-life/disability-services/disability-services-student-handbook/>)

### Policies

There are many [policies and procedures related to NIACC Disability Services](https://www.niacc.edu/student-life/disability-services/policies-procedures/grievance-procedure/) and they can all be found online.

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 look at the [Grievance Procedure](https://www.niacc.edu/student-life/disability-services/policies-procedures/grievance-procedure/) information on our website. (<https://www.niacc.edu/student-life/disability-services/policies-procedures/grievance-procedure/>)

### 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. Uninsured students, or students enrolled in courses or activities where potentially hazardous situations may occur are encouraged, and in some cases may be 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

641-428-7777 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, Way Point Medical, 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 voucher 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, Associate Hall Directors, Athletic Director, Athletic Trainer, Personal Wellness Coordinator, all Academic Advisors or the Vice President of Student Development and Success.

## TRIO / Student Support Services

Student Support Services is a federally funded TRIO grant program which helps eligible students stay in college, succeed, grow, and graduate. The program offers counseling, tutoring, accountability check-ins, reimbursable Success Seminar workshop and/or Study Strategies course, career exploration, transfer assistance, workshops, financial literacy counseling, and cultural awareness.

Recipients of these services must hold a high school diploma or HSED and be citizens or legal residents of the United States who are currently enrolled in a degree seeking program. Participants must meet at least one of the following eligibility requirements: first generation college student, low income, and/or documented physical or mental health disability. Students interested in these services should call (641) 422-4105, or 1-888-466-4222, Ext. 4105, stop by the Student Access Center in the Administration Building (AB106), or view TRIO Student Support Services on TrojanHome from: TrojanHome> Pages> Student Services> TRIO-Student Support Services.

## Career Services

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. IowaWORKS, is available to provide assistance and support.

You are 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.

A three semester hour course entitled Exploring Careers (WBL-100) is offered each semester. It is a transfer level class which provides the opportunity to assess and identify personal and career interests.

## Internships

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.

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.

NIACC will provide assistance in locating possible internships sites, however, **securing the internship is ultimately the student's responsibility.** For more information, please contact your academic advisor in the Student Development Office—Administration Building, Room 104.

## Worked Based Learning

Getting Started

The student should work with their academic advisor to begin the process for taking Work-Based Learning courses (course descriptions are located in the College catalog under WBL). Students with a required WBL-200 Practicum/Field Experience or WBL-300 Internship should contact their academic advisor at least one semester prior to the start of the required course

## 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.

## 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 <https://studentaid.gov/h/apply-for-aid/fafsa>. NIACC's school code is 001877.

The FAFSA application may be completed anytime throughout the academic year. However, NIACC must have a valid federal output document (Student Aid Report) on file by the last day of your enrollment, or by August 31, following the end of the award year, whichever is earlier. Applicants selected for verification must complete the verification process no later than 60 days after the last day of enrollment or August 31, 2024, whichever is earlier. Verification is complete when the school has received all documentation requested, and the school has a final and valid Student Aid Report on file showing the official EFC.

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

To be eligible for federal student aid, a student must meet the following eligibility criteria:

1. Have a high school diploma or equivalent.
2. Be a U.S. citizen or eligible noncitizen.
3. Be enrolled as a regular student in an eligible program of study for the purpose of obtaining a degree.
4. Maintain Satisfactory Academic Progress.
5. Not owe a refund on a Federal grant or be in default of a Federal educational loan.

Students can view their financial aid progress from start to completion by logging onto their TrojanHome portal and selecting My Financial Aid. Once financial aid is finalized, students will be able to see the types and amounts of aid for which they qualify on their TrojanHome portal, as well as many other helpful tools.

### Cost of Attendance

Cost of Attendance is the estimated amount it will cost a student to go to **school for an academic year. NIACC's cost of attendance can be found at <https://www.niacc.edu/admissions/tuition-and-aid/financial-aid/estimated-cost-of-attendance/>**. It is based on a student attending NIACC for the Fall and Spring semesters and enrolled in 15 credit hours per term. For questions about Cost of Attendance, contact the NIACC Financial Aid Office

### 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
- Student must demonstrate financial need
- Awards limited to funds available

#### *Future Ready Iowa: Last Dollar Scholarship*

- Iowa resident
- Enrolled in state specified career program
- FAFSA Application must be filed by July 15
- Student must demonstrate financial need

#### *Iowa Vocational-Technical Grant*

- Iowa resident
- Enrolled in Career or Career Option programs
- Student must demonstrate financial need
- FAFSA Application must be filed by July 1

#### *Kibbie Grant*

- Iowa resident
- Enrolled in state specified career program
- Student must demonstrate financial 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 2023-2024 academic year. The Iowa Adjutant General determines eligibility. Guard members may complete the Iowa Financial Aid Application at <https://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 financial need
- Awards limited to funds available

Students awarded work study will receive an informational email 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 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.

#### *Federal Direct Loan*

- Low interest loans, fixed in-school rate determined on July 1 annually
- Eligibility is determined from the Free Application for Federal Student Aid (FAFSA)
- Department of Education loan origination fee of 1.057%

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

#### *Required Disclosure Information for Borrowers*

In accordance with HEOA 489 Amended HEA Sec. 485B, North Iowa Area Community College is required to disclose to all borrowers that any loan borrowed by a student or eligible parent will be submitted to the National Student Loan Data System (NSLDS). The information reported to NSLDS will be accessible by guarantee agencies, lenders, and institutions determined to be authorized users of the data system.

Borrowers may review their NSLDS history and information at any time at [www.studentaid.gov](http://www.studentaid.gov).

		Base Stafford Eligibility	Additional Unsubsidized Eligibility
Dependent	Freshman	\$3,500	\$2,000
	Sophomore	\$4,500	\$2,000
Independent	Freshman	\$3,500	\$6,000
	Sophomore	\$4,500	\$6,000

#### *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 4.228%
- 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 <https://studentaid.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 <https://studentaid.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: <https://studentaid.gov/>.

## Method and Frequency of Disbursing Financial Aid Disbursements

**Upon receipt of the student's offer 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 second 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

**Completed Hours:** Only grades of A, A-, B+, B, B-, C+, C, C-, D+, D, D- and P are counted as completed coursework.

**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 rationale.

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.

## 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. A complete listing of scholarships is available online. To apply for the scholarships listed below, go to <https://www.niacc.edu/admissions/tuition-and-aid/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 cum GPA 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 immediately for one additional academic year.** The student must complete 24 semester hours and maintain a 3.25 GPA.

#### 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 eight hours of community service each year 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. To apply, go to <https://www.niacc.edu/>

[admissions/tuition-and-aid/scholarships/](#)*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. To apply, go to <https://www.niacc.edu/admissions/tuition-and-aid/scholarships/>

*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 <https://www.niacc.edu/admissions/tuition-and-aid/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 <https://www.niacc.edu/admissions/tuition-and-aid/scholarships/>

*Residence Hall Scholarships*

These scholarships are awarded to students who will be living in the dormitories. Academic ability is also considered. Apply at <https://www.niacc.edu/admissions/tuition-and-aid/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 <https://www.niacc.edu/admissions/tuition-and-aid/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  
Nancy Jo Barkema Nursing Scholarship  
Clifford H. Beem Memorial Scholarship  
Bergland + Cram Scholarship  
Randy Bonde Memorial 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  
Carolyn E. Christensen Memorial Scholarship  
Christopherson Medical Scholarship  
Harry and Etta Christopoulos Scholarship  
Clayton Scholarship  
Caroline O. Colson Memorial Scholarship  
Concert Band Scholarship  
George and Noreen Coyan Memorial Scholarship  
R. L. and Helen Currie Memorial Scholarship

Brad and Renae Davis Ag 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  
Karen Dole Scholarship  
Elgin G. Enabnit Scholarship  
Simon Estes Scholarship  
Fangman Memorial Scholarship  
Lloyd and Georgetta Farrer Scholarship  
Forty and Eight Scholarship  
Robert H. and Donna V. Furleigh Scholarship  
Edgar S. Gage Family Scholarship  
Garrity/Sandage Door Opener Scholarship  
William Georgou Memorial Scholarship  
Henry R. Giesman Memorial Scholarship  
Bill and Rachael Gildner Scholarship  
David and Sandra Gobeli Endowed Scholarship  
Leonard Gobeli Memorial Scholarship  
Gold-Eagle Cooperative Agricultural Scholarship  
Carl and Carlynn 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  
Ward D. Harrison Memorial Scholarship  
Polly Hedgecock Memorial Scholarship  
Leon and Naureen Heiman Memorial Scholarship  
Dick and Jo Herbrechtsmeyer Scholarship  
Hermanson Scholarship  
John and Donna Hitzhusen Scholarship  
Ron and Margaret Hoel Scholarship  
Frank Hoffman Memorial Scholarship  
Holmlund Scholarship  
Fred Humphrey Accounting Scholarship  
Neil Hungerford Memorial Scholarship  
Robert H. and Mary Isensee Scholarship  
Ronald L. Jenkins Memorial Scholarship  
Jim and Sue Johnson Scholarship  
Rollo C. Keithahn Memorial Scholarship  
**Senator Jack Kibbie Veteran's Scholarship**  
Harriet Klath and Carol Klath Schmiedeskamp Memorial Scholarship  
Knoll Family Scholarship  
Robert W. B. (Bob) Krieger Memorial Scholarship  
Glen and Penny Krogh Scholarship  
Olive Jean Kubicek Ellis Memorial Scholarship  
Merle and Delores Kudej Scholarship  
Del and Mary Laudner Agriculture Scholarship  
Del and Mary Laudner Scholarship  
Lawyer Family Scholarship  
Virginia Lease Memorial Scholarship  
Jon Lewerke Memorial Baseball Scholarship  
Florence Liebl Memorial Scholarship  
Keith and Carrie Lindbloom SMG Scholarship  
Kenneth A. Loeb Memorial Scholarship  
Art and Rachelle Lundblad Scholarship  
Emily Majerczyk Memorial Scholarship  
Jeanine C. Marsters Nursing Scholarship  
Charles W. and Mary Jane Maxon Memorial Scholarship  
Becky K. McGee Memorial Scholarship  
MercyOne - North Iowa Scholarship  
Chuck Moeckly Healthcare Scholarship  
David and Jamey Moore Family Scholarship  
Michael C. Morrison Scholarship  
NIACC Employee Scholarship  
Darrell V. and Judy K. Nielsen Agricultural Scholarship  
North Iowa Automotive Technology Scholarship  
NSB Bank Scholarship  
Nyhus Family Scholarship  
**John Oertel Women's Basketball Scholarship**  
James and Betty Oleson Scholarship  
Wayne and Barbara Opheim Family Scholarship



Wayne Opheim and Fred Humphrey Honorarium Scholarship  
 Esther Pagenhart Scholarship  
 Brandi Jane Pals Memorial Scholarship  
 Molly and Tommy Pang Scholarship  
**Aristotle "Tel" Pappajohn Scholarship**  
 Alma Partridge Education Scholarship  
 Allen D. and Ann Y. Patton Scholarship  
 Pete and Phyllis Pederson Family Scholarship  
 Hjalmer and Margaret Peterson Memorial Scholarship  
 Joel Picker Social Science Scholarship  
 Dr. David Pierce Memorial Scholarship  
 Roger and Marie Pitman Memorial Scholarship  
 Popp Family 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  
 Schaefer 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  
 Steve and Cathie Schulz Scholarship  
 Dr. Russell Schurtz Memorial Scholarship  
 Hazel Simpson Scholarship  
 Kathleen Sonnesyn Memorial Scholarship  
 John O. Starks Memorial Scholarship  
 Stenecker 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  
 The Brody Vaught Scholarship  
 Dr. Calvin H. Warne Memorial Scholarship  
 Tom Wedeking Memorial Scholarship  
 Wempen Family Scholarship  
 Elmer and Gladys Wessels 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. Zanios Entrepreneurship Scholarship  
 Francis L. Zrostlik Manufacturing Technology Scholarship

*Term Scholarships (Sponsors vary annually)*

ACE Credit Union Scholarship  
 Gordon and Johanna Anderson Scholarship  
 Area 2 High School Scholarship  
 Associated General Contractors of Iowa Foundation Scholarship  
 Dick and Adriana Attleson Scholarship  
 Roger Bang Memorial Business Scholarship  
 Noreen H. Barkema Tuition Scholarship  
 Donald Barnes Memorial Scholarship  
 Robert and Lois Bergland Scholarship  
 Beta Sigma Phi Scholarship  
 Jo and Gus Brandt Scholarship  
 John and Maxine Brinkman Health Career Scholarship  
 Marilyn Brunsvold Memorial Scholarship  
 Charles City Scholarship  
 C.L.A.S.S. Car Club Automotive Scholarship  
 Gene Cole Memorial Scholarship  
 Delta Kappa Gamma XI Chapter Scholarship  
 Roger Dial Scholarship  
 DREAM Iowa Scholarship  
 Mary Ann Eisenmann Scholarship  
 Michael R. Emerson Criminal Justice Scholarship  
 Mary Rozen Epsteen Scholarship

Farm Credit Services of America Scholarship  
 First Citizens Bank Scholarship  
 Fisher Memorial Nursing Scholarship  
 Betty Geer Scholarship  
 David and Sandra Gobeli Scholarship  
 GROMARK, Inc. Scholarship  
 Halvorson Trane HVAC Scholarship  
 Dolly Hanna Memorial Scholarship  
 Julie Harris Hupp Business Scholarship  
 Richard Hayes Memorial Scholarship  
 Frank and Margaret Hoffman Organ Study Scholarship  
 HSED Scholarship  
 Kaler Family Rugby Scholarship  
 Senator Jack Kibbie Veteran Scholarship  
 Ron and Karen Knudtson Scholarship  
 Landus Scholarship  
 Lawyer Family Professional Development Scholarship  
 Leadership Scholarship  
 Lifelong Learning Institute Scholarship  
 Neville Loehlein Memorial Stillbirth Awareness Scholarship  
 Paul and Barbara MacGregor Scholarship  
 Angus MacNider Memorial Scholarship  
 Martin Marietta Scholarship  
 Jeanine C. Marsters Nursing Scholarship  
 Ann Schinnow Mason Memorial Scholarship  
 Mason City Chamber of Commerce Agriculture Scholarship  
 Derek Mauser C4 Scholarship  
 Metalcraft Scholarship  
 Herbert D. Muhlenbruch Farm Worker Scholarship  
 Stuart D. Nevermann Memorial Scholarship  
 NIACC Foundation Tool and Die Technology Scholarship  
 NIACC IST Scholarship  
 NIACC Residence Hall Scholarship  
 North Iowa Area Community College Educators Association Scholarship (NIACEA)  
 North Iowa Broadcasting Scholarship  
 North Iowa Vintage Auto Club Scholarship  
 Nyhus Family Scholarship  
 Frederick J. Olson Memorial Scholarship  
 John and Mary Pappajohn Scholarship  
 Pappajohn Entrepreneurial Mindset Scholarship  
 P.E.O Chapter GN Scholarship  
 P.E.O Chapter IY Scholarship  
 P.E.O. Chapters of Mason City Scholarship  
 Doris and Ralph Preuss Scholarship  
 The Principal Financial Scholarship  
 River City Street Rods Scholarship  
 Robinson-McGuire Scholarship  
 Schaefer Building Trades Scholarship  
 LaVerna Smedley Foundation Trust Scholarship  
 SSS Merit Scholarship  
 Bertha Stebens Fine Arts Scholarship  
 Sukup Manufacturing Scholarship  
 Swift Finance and Accounting Scholarship  
 Samantha Jo Vining Memorial Nursing Scholarship  
 Carol Adams Watson Memorial Scholarship  
 Annette Watts Burton Nursing Scholarship  
 Dianna Arndt Weber, Elmo Arndt, & George A. Weber Memorial Scholarship  
 Wood Business Scholarship  
 Ziegler CAT Scholarship

*Other Scholarships and Loans*

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

Those wanting financial aid in the form of grants, loans, and employment should seek the assistance of the Financial Aid Office.

Pathway Navigation (Education to Employment)  
 GAP / GEER-II GAP / PACE

**NIACC's Pathway Navigators focus on providing an array of services and**

supports to eligible students with the goal of helping students be successful in their education to employment journey.

GAP bridges the funding gap for qualified students pursuing non-credit short-term certificates that are not eligible for federal financial aid. Navigators assist students by confirming career goal and steps to achieving, identifying potential hurdles and solutions, determining eligibility for funding assistance, monitoring training progress, and career supports in finding employment after completing training.

GEER-II GAP may provide students with similar types of supports/services listed above for GAP, the difference is that GEER-II GAP may assist students enrolled in both non-credit short-term certificate and short-term credit training programs that are not eligible for financial aid (non-FAFSA).

To learn more about GAP or GEER-II GAP, visit:

<https://www.niacc.edu/continuing-education/tuition-assistance-programs/gap/>

PACE offers financial and non-financial academic, personal, and career supports to qualified individuals who are seeking to complete one of **NIACC's credit programs in a high demand occupational field**. Examples of non-financial assistance includes such things as navigating through the college process, budgeting for each semester, connecting students to needed resources to resolve challenges, and assistance with job search. Possible financial assistance may include gas cards for class, scrubs, tools, books, testing fees and/or tuition, etc. Check out:

<https://www.niacc.edu/student-life/pace/>

Students may also contact a Pathway Navigator at 641-422-4312 or 641-422-4078 for more information.

### Veteran's Educational Benefits

Current courses for college transfer and most career programs are approved for **veterans' benefits**. Generally those veterans who have been released from active duty fewer than ten years ago under honorable conditions and who have served 181 days or more of continuous active duty are eligible. For further military education information, please contact your Educational Services Officer (ESO) or counselor within your Military Service prior to **enrollment**. **NIACC's Veterans' Affairs Office is located in the Administration Building, Room 104, for benefit assistance.**



### 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 of Student Development and Success.

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 Associate Hall Directors live on site. A resident assistant is assigned to each floor.

### Housing Rates

*Fees for the 2023 - 2024 college year are as follows:\**  
Effective August 1, 2023

Application and Maintenance Fee .....	\$250.00**
Room and Board - Residence Hall	
Double Occupancy.....	\$3,744.00 per semester
	\$7,488.00 per academic year
Full Suite and Single Occupancy.....	\$4,894.00 per semester
	\$9,788.00 per academic year
Flex spending.....	\$75.00 per semester/\$150 per Academic Year
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 must meet with an Academic Success Coach to set up an Academic Housing Plan and to work with the Success Coach to

**monitor the plan. All plans will be scanned into the Student's file in the Student Development Office and shared with his/her advisor.**

Interventions may include study table requirements, weekly/bi-weekly meetings, academic tutoring in the SLC, or other academic areas designed to help raise the GPA. Failure to develop a plan for academic success, 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, <https://www.niacc.edu/admissions/registrar-and-records-office/transcript-request/> 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 \$3.50 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 an 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

an 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 an 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.**

#### Deregistration from College

Students that register for classes for a future term and fail to make payment on a current outstanding bill greater than \$500 will be deregistered from classes, prior to the course(s) start date. Students will receive official notice from the college before action is taken with the opportunity to remedy. Students that are deregistered from future courses may re-enroll after their current bill is paid below \$500.

## 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 who has completed the first 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 consider 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 of Student Development and Success.**

## 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, <https://credentialevaluation.com/> or World Education Services, <https://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 of Student Development and Success.

### Grading

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

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

I - **The incomplete grade "I" is used when the instructor believes there is a reasonable chance the student can and will make up the work within a reasonable time frame and the student has been doing satisfactory work in class. An incomplete grade, if not made up within the instructor guidelines, will become an "F" 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 requtal (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). All requests for grade changes must be signed by the Vice President of Academic Affairs and Student Learning; in addition, if the grade change is a grade to a grade (A-F or P/Q), the Division Chair is also required to sign the card.

- 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:

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

- 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.
- 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 at the close of the term and these will be recorded on the student's permanent record.**

### Additional Credit Options

NIACC offers the following prior Learning Assessment options:

- 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.**
- 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.
- 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 \$90 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 <https://clep.collegeboard.org/>

- 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.
- 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 and Student Learning. The appeal must be made in writing and submitted within 10 business days of the denial.

- 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:

- 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.
- 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:

- 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.
- One-half of the required semester hours must be completed under the aegis of North Iowa Area Community College.
- 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.
- Completion of the following General Education Core with a minimum of 41 semester hours:

Communication..... 9 s.h.

This requirement can be satisfied by baccalaureate-oriented communication or speech courses with a minimum of two courses in

English composition.  
 Social Sciences..... 8 s.h.  
 Humanities ..... 8 s.h.  
 Performance courses such as vocal and instrumental music may satisfy no more than four hours of this requirement. (Any additional performance courses will be counted as elective credit.)

Natural Science/Mathematics\* ..... 8 s.h.  
 (including at least one math and at least one science course)  
 Distributed Requirement ..... 8 s.h.  
 (to be taken from among the four divisions above)

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:

- 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.
- One-half of the required semester hours must be completed under the aegis of North Iowa Area Community College.
- 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.
- 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:

- 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.
- Provide the student with an entry skill level appropriate to the career for which he/she has been preparing.
- Provide the student with general education skills: communication, social science and/or humanities, and math and/or Science.

Requirements for the degree include:

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

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

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

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

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

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has 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

- f. the records in which the student seeks or intends to enroll (see 34 CFR 99.34 for additional conditions that must be met).
- f. or organizations providing financial aid to students, or determining financial aid decisions concerning eligibility, amount, condition, and enforcement of terms of said aid.
- g. organizations conducting studies for, or on behalf of, educational agencies or institutions to develop, validate, and administer predictive tests, to administer student aid programs or to improve instruction. Those organizations may not disclose personally identifiable information on students, and information secured must be destroyed when no longer needed for their projects. Institutions are advised to obtain such assurance in writing.
- h. accrediting organizations carrying out their accrediting functions.
- i. **parents of a student who have established that student's status as a dependent according to Internal Revenue Code of 1954, Section 152 (see appendix 7 and chapter 5.4).** (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 of Student Development and Success. 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 grade point average **or the number of completed credits required for the Dean's List and President's List criteria.**

### 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 semester) - blue cord

- Honors (cumulative GPA of 3.25 - 3.49 as of Fall semester) - 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: <https://www.niacc.edu/graduation-information/> 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 or test out credit 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 of Student Development and Success' 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 TrojanHome in July and is due in full August 14, 2023.**

Spring semester bill will be available through TrojanHome in December and is due in full January 3, 2024.

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 TrojanHome on the NIACC home page, [www.NIACC.edu](http://www.NIACC.edu), and select "Pay My Bill" under Tools - Billing section of the page. You may pay with MasterCard, Visa, or Discover, debit or credit.

## Registration Process

Registration

Academic advisors assist students in effective course planning to ensure graduation requirements are evaluated each term of registration. Student can view course offerings on TrojanHome > Tools > Academics > Course Offerings.

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 Student Development 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 an advisor. 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 of Student Development and Success 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 of Student Development and Success whose administrative decision shall be final.

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

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

## Iowa Community College's Uniform Policy on Student Residency Status

### Section 6—Veteran's Exemption (Veteran as defined in Iowa Code 260 c.14)

A veteran of military service or National Guard, or his/her spouse or dependent child, shall be classified as a resident if the veteran is domiciled in Iowa and one of the following conditions is met:

1. The veteran has separated from a U.S. Military force with an honorable discharge or a general discharge, is eligible for benefits, or has exhausted benefits, under the federal Post-9/11 Veteran's Education Assistance Act of 2008 or any other federal authorizing veteran educational benefits program.
2. The individual is an active duty military person, or activated or temporarily mobilized National Guard member.

To be eligible for the exemption, a dependent child must be claimed as a dependent on an eligible veteran's internal revenue service tax filing for the previous year. Please contact the Registrar's Office if you are eligible for the veteran's exemption at 641-422-4205.

## Title IV Financial Aid Recipients Refund and Repayment Policy

### Procedures to Officially Withdraw from College

A student who chooses to officially withdraw from NIACC before the end of **the enrollment period is defined as one who notifies the NIACC Registrars' office of their intent to withdraw.** Official notification can be received in **written form, in person, or through email to the NIACC Registrars' Office.** Additional information, including deadlines for official withdrawal, may be accessed in the NIACC Student Handbook.

A student may be considered as an Unofficial Withdrawal if it is determined that the student has ceased attending his/her registered course(s) without completing the official process.

### The Refund Policy Follows Title IV Funds as Required by 668.22

The refund schedule for recipients of Title IV Financial Aid (Pell, Stafford loans, SEOG) will be calculated in accordance with Public Law 105-244, The Higher Education Amendments of 1998 and section 668.22, know as the Return to Title IV Funds regulations.

The law requires that if a student receives financial aid and withdraws whether officially or unofficially from school during the payment period or period of enrollment in which the recipient began attendance, the school must calculate the amount of Title IV Aid Program assistance the student did not earn and those funds must be returned. This calculation is applicable until the student has completed more than 60 percent of the payment period or period of enrollment. Once the student has completed more than 60 percent, all financial aid is considered earned.

### Determining Last Date of Attendance for Official and Unofficial Withdrawals

Withdrawal dates for an official withdrawal are determined by the NIACC **Registrars' office and communicated to the NIACC Financial Aid office as to when the student notifies them of their intent to withdraw.**

**If a student stops attending all classes and fails to notify the Registrar's Office this is considered an unofficial withdrawal.** When the college determines that the student ceased attending all classes, NIACC asks instructors for the last date of attendance. When this documentation is **gathered, NIACC may use this date as the student's unofficial date of withdrawal to calculate earned aid for the Return to Title IV Funds.**

### Leave of Absence Policy

NIACC does not have a Leave of Absence policy or process for the purposes of a Return to Title IV calculation or an academic leave of absence policy.

There is a NIACC Education Services Procedure formatted to support military members that are being called to active duty in the United States Armed Forces (see ES 4460). This policy outlines the steps a student must take if called to active duty and the options available to the student.

### Process for Post-Withdrawal Disbursements

A student who had their attendance confirmed may be eligible for a Post-Withdrawal disbursement if, prior to withdrawing, the student earned more federal financial aid than was disbursed. If a student is eligible for a Post-Withdrawal disbursement for Title IV funds, the student will be notified by mail of their options. They will have 14 days from the date of the written notice to accept their post withdrawal disbursement. If the student does not respond to the written notice, aid will be cancelled after the 14 days has elapsed. If the student elects to have their disbursement (grants or loans), NIACC may use all or a portion of the disbursement for tuition and fees, if the post-withdrawal disbursement results in a credit balance, a check will be issued to the student. It is important to understand that accepting a post-withdrawal disbursement of loan funds will increase overall student loan debt

and must be repaid in accordance of the Master Promissory Note. Additionally, accepting the disbursement of grant funds will reduce the remaining amount of grant funds available to the student should the student continue his/her education at a later time.

### Process for Calculation of Amount of Title IV Assistance Earned and Determining the Percentage of Payment Period

To calculate the amount of Title IV assistance that a student has earned, **NIACC will calculate the percent of the "payment period" (term) completed,** take the number of calendar days the student attended in their payment period for the term and divide that by the number of calendar days in the payment period for the term (less scheduled breaks of at least five consecutive days).

- A payment period for students in at least one course spanning the full term would be the full term. (Fall and Spring terms – 16 weeks each; Summer is 14 weeks)
- A payment period for a student in only one module (courses that do not span the entire length of the term) would be the length of the module (Fall or Spring term = 10 week, 8 week, or 4 week modules; Summer term has 4 or 6 week modules).
- A payment period for a student in a combination of two modules would be the length of the combination (Fall and Spring term could have two 8 week modules to equal 16 weeks; Summer term has a two 4 week and one 6 week module to equal 14 weeks). A student who dropped all courses in the second module before attending the second module would have a payment period of the first module.

### School's Responsibility for Returning Unearned Aid

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

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

- Recalculation is based on the percent of earned aid using the following formula:  
Percent earned = Number of days completed up to the withdrawal date/ total days in the semester.
- Federal financial aid is returned to the federal government based on the percent of unearned aid using the following formula:  
Aid to be returned = (100% - percent earned) X the amount of aid disbursed toward institutional charges.

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

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

### Student's Responsibility for Returning Unearned Aid

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 Direct Stafford Loans\*

2. Subsidized Federal Direct Stafford Loans\*
3. Federal Direct PLUS Loans\*
4. Federal Pell Grant x 50%
5. Federal SEOG x 50%
6. 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.

The college is required to return Title IV funds as soon as possible but no **later than 45 days from the date of the institution's determination that the student withdrew**. Students will be notified in writing or any adjustments made.

Examples Showing How Refunds and Institutional Refunds Work  
Examples of Title IV Refund Policy

Example #1—Official Withdrawal:

A) Student was enrolled full-time for courses that spanned the full 16 weeks. After attending all courses, the student withdraws on the 15th day after the start of the semester which is 100 days long. Student earns 15% of his/her federal aid. 85% 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 \$543 for the semester and original institutional charges were \$1,306.35.

$\$543 \times 15\% = \$81.45$ , the amount that NIACC can apply to charges.

$\$543 - \$81.45 = \$461.55$ , the amount that NIACC must return to the federal government.

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

Charges.....	\$1,306.35
Earned aid.....	\$81.45
Adjusted balance due .....	\$1,224.90

Total amount student will owe = \$1,224.90 NIACC is responsible for returning \$461.55 in unearned aid to the Department of Education. The student is sent a written notice of the R2T4 calculation, outlining their responsibility.

B) In the case where a student enrolled full-time for courses that span the 16 weeks, after the student had attended all courses, the student officially withdrew from all courses on day 65. The original charges for the term were \$3,158.50. The funds disbursed to the student account were \$2,960 in Pell grant, \$300 in SEOG grant and \$1,732 in Federal Direct Subsidized loan. The credit balance of \$1,833.50 was paid to the student after attendance verification.

- There were 100 days in the payment period
- 65 divided by 100 = .65 or 65%
- As 65% is over 60%, no return of funds is required.

Example #2—Unofficial Withdrawal:

Student was enrolled full-time for courses that spanned the full 16 weeks. The student began attendance in all courses. Student received a Pell grant of \$2,960 and \$1,198 in Federal Direct Subsidized Loan for the semester and original institutional charges were \$2,802.25. The credit balance was paid to the student after attendance verification. After the midterm, it was **discovered that the student had unofficially withdrawn**. The student's last date of attendance as reported by his/her instructors was 39 days into the term.

- There are 100 days in the payment period (or term).
- 39 divided by 100 = .39 However, because this is an unofficial withdrawal, NIACC is allowed to utilize the mid-point of the payment period to determine the unearned aid percentage, or 50%.
- $100\% - 50\% = 50\%$  unearned

Apply the percentage completed (earned), 50.00 to:

- Title IV (federal) aid disbursed:  $\$4,158 \times 50\% = \$2,079$  earned aid
- $\$4,158$  minus  $\$2,079 = \$2,079$  unearned aid

Apply the unearned percentage 50% to:

- Total charges for the term:  $\$2,802.25$  times 50% =  $\$1,401.13$  unearned charges

NIACC is responsible for returning the lesser of unearned charges or unearned aid to the Department of Education. The student is sent a written notice of the R2T4 calculation, outlining their responsibility.

Example #3 —Post Withdrawal Disbursement:

Student was enrolled full-time for courses that spanned the full 16 weeks. The original institutional charges for the term were \$2,432.50. The student began attendance in each course, but officially withdrew on the 3<sup>rd</sup> day and received 100% refund of institutional charges. The funds disbursed (credited) to the student account were: \$0 Pell grant. However, the student could have received \$88.80 from the Pell should he/she continued enrollment.

- There were 100 days in the payment period
- 3 divided by 100 = .003 or 3%

Apply the percentage completed (earned), 3% to:

- Title IV (federal) aid that could have been disbursed:  $\$2,960 \times 3\% = \$88.80$  earned aid
- Total charges for the term: \$0 (the student was provided 100% refund).

The student earned more federal financial aid than was disbursed. The post-withdrawal disbursement for Title IV funds will be communicated to the student. The student has 14 calendar days to accept this Post Withdrawal disbursement. Title IV funds will be processed for the student and a refund will be issued for the credit balance.

Title IV Grant Overpayment

If a student is required to repay an unearned grant (overpayment), the student will remain eligible for Title IV aid for up to 45 days after the student has been notified of the overpayment. The student may resolve the overpayment by repaying the amount in full to NIACC, by making satisfactory payment arrangements with NIACC, or by making satisfactory payment arrangements with the Department of Education.

Questions Concerning Return of Financial Aid Title IV Funds:

Contact the NIACC Financial Aid Office by calling 1-888-466-4222 ext. 4168. As the regulations governing Return of Title IV aid are subject to change, refer to the Financial Aid website for up-to-date information.

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.
- c) Minnesota, Missouri, Nebraska, Wisconsin and Illinois residents attending North Iowa Area Community College are eligible for a scholarship to cover up to the difference in resident and non-resident tuition.

The following tuition schedule is effective for all registrations occurring after June 30, 2022, and is subject to change or modification.

SEMESTER HOUR LOAD	IOWA RESIDENT TUITION	NON-IOWA RESIDENT TUITION
1	\$ 187.25	\$ 280.88
2	374.50	561.76
3	561.75	842.64
4	749.00	1,123.52
5	936.25	1,404.40
6	1,123.50	1,685.28
7	1,310.75	1,966.16
8	1,498.00	2,247.04
9	1,685.25	2,527.92
10	1,872.50	2,808.80
11	2,059.75	3,089.68
12	2,247.00	3,370.56
13	2,434.25	3,651.44
14	2,621.50	3,932.32
15	2,808.75	4,213.20
16	2,996.00	4,494.08
17	3,183.25	4,774.96
18	3,370.50	5,055.84
19	3,557.75	5,336.72
20	3,745.00	5,617.60

\*20 HOUR CAP ON TUITION AND FEES

### Fees

SEMESTER HOUR LOAD	MATERIALS/ LAB AND SUPPLIES FEE**	STUDENT ACTIVITIES FEE	TECHNOLOGY FEE
1	\$ 12.00	\$ 4.50	\$ 10.75
2	24.00	9.00	21.50
3	36.00	13.50	32.25
4	48.00	18.00	43.00
5	60.00	22.50	53.75
6	72.00	27.00	64.50
7	84.00	31.50	75.25
8	96.00	36.00	86.00
9	108.00	40.50	96.75
10	120.00	45.00	107.50
11	132.00	49.50	118.25
12	144.00	54.00	129.00
13	156.00	58.50	139.75
14	168.00	63.00	150.50
15	180.00	67.50	161.25
16	192.00	72.00	172.00
17	204.00	76.50	182.75
18	216.00	81.00	193.50
19	228.00	85.50	204.25
20	240.00	90.00	215.00

\* 20 HOUR CAP ON TUITION AND FEES

\*\* Materials, Lab, and Supplies Fees support a variety of educational and Student Development programs.

### Applied Music Fees

Piano, vocal, & instrumental ..... \$122.50/course credit hour  
THIS FEE IS IN ADDITION TO TUITION/FEES PER CREDIT HOUR

### 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.

### Military Service/Veterans

#### 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.

#### Re-Admission 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.

However, to qualify for this provision, such students must provide Chapter 33 **Certificate of Eligibility (or its equivalent)** or for Chapter 31, VA VR&E's contract with the school on VA Form 28-1905 by the first day of class.



## 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, 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. An eligible student is defined as a student who is registered in at least six credits (not including Student Government) in the corresponding semester and seeking a diploma or associate degree (AA, AS, or AAS). 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.

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.

Current Clubs	Related Academic Department	Advisor(s)
4 Us by Us	Student Development	Basil Minto
Advanced Manufacturing Club	Tool & Die	Kevin Losee
Ag Club	Agriculture	Joel Morrical / Kevin Muhlenbruch
Anime Club	Student Development	
Art Club	Humanities	Kong Ho
Automotive Club	Automotive	Rob Heimbuch / Rob Hermann
Campus Ministry Association	Student Development	Rev. Brent Hamilton
Carpentry Student Association (CSA)	Building Trades	Gregg Helmich
Chess and Board Games Club	Mathematics	Rev. Brent Hamilton
<b>Collegiate Entrepreneurs' Organization (CEO)</b>	Pappajohn Entrepreneurial Center	<b>Kelley O'Rourke</b>
Dungeons & Dragons Club	Student Development	
Education Club	Education	Kacy Larson
Fellowship of Christian Athletes (FCA)	Student Development	Brad Vaught

Current Clubs	Related Academic Department	Advisor(s)
Foam Fighting Club	Student Development	
Friends at NIACC Club (F@n Club)	Student Development	Krista Ditzworth
Karate Club	Student Development	Borden Plunkett
Math and Engineering Club	Mathematics	Kathy Rogatzke
Medical Assistant Club	Health	LeAnn Eckhardt
Nursing Club	Health	LeAnn Eckhardt / Julie Kolker
Physical Therapist Assistant Club	Health	Susan Callanan
Sexuality and Gender Equality Club (SAGE)	Student Development	Joel Everist / Cassidy Allison / Jessica Finch
TRIO & Friends	Student Development	Keely Branstad / Jamie Martin / Bridget Shultz
Trojan Jam Club	Student Development	Michael Thompson

#### 4 Us by Us

The club's purpose is to educate, inspire, and refine young black men at NIACC to prepare them for success in the classroom and for the rest of their lives.

#### 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!

#### 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

Explore your creative side with 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. Artist workshops, field trips, social events, business meetings and student exhibits are organized by members.

#### 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

The NIACC Campus Ministry Association (CMA) serves 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 gatherings, 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 and Board Games Club

The Chess and Board Games Club serves to provide opportunities for faculty, staff and students who enjoy the game of chess and other board games to gather for games. Chess boards and clocks are available in the Mathematics Department for playing in the math lab, MH 130. Club activities include gathering weekly for games and hosting/participating in local chess tournaments.

#### 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. Students from all academic areas are encouraged to become members.



Dungeons & Dragons Club

As a club, Dungeons & Dragons will teach players how to play the famous roleplaying game, as well as other games and activities. We will use these games and activities as a way to build a fun and friendly environment at NIACC for students to develop many skills related to the game and often used in the real world. Skills including, but not limited to, conflict resolution, character development, the ability to assess situations, practical decision making, creativity, collaboration, mathematics, and much more!

Education Club

Learn something new in the Education Club. The club introduces students to the professions of teaching through field 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.

Fellowship of Christian Athletes

Fellowship of Christian Athletes will help students grow utilizing their connections with religion and athletics. FCA is a nationally recognized organization, with over 17,000 active groups on college and high school campuses around the world.

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.

Friends at NIACC Club (F@N Club)

The Friends at NIACC or F@N Club is for anyone looking for cross-cultural friendships while experiencing North Central Iowa and the surrounding areas. We plan day trips as well as local activities such as the Mall of America, Ethnic Lunch, and Renaissance Festival.

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.

Medical Assistant Club

To further the art and knowledge of the incoming Medical Assistant.

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.

Sexuality and Gender Equality Club (SAGE)

**The Sexuality and Gender Equality Club (SAGE) is NIACC's LGBTA (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.

TRIO & Friends

The TRIO & Friends club is open to all NIACC students. This club develops a service and social network with NIACC TRIO students. Club members will provide service to NIACC, its students, and the surrounding community. Meeting times and locations will be determined according to best availability of club members and meeting will take place in PC228. Meetings will occur at least monthly but no more than by-weekly, with a rotation of social and service activities.

Trojan Jam Club

The purpose of Trojan Jam Club is to help students develop musical skills, to play music together, and to provide musical entertainment.

## 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.

Other Student Development/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.

Current Organization	Academic Department	Advisor
Collegiate Athletics	Physical Education	Cam Olson
Cheerleading	Physical Education	Sandy Schupanitz
Dance Team	Physical Education	Tina Wihlm
Instrumental Music	Music	Justin Smiley-Oyen
Intramurals	Physical Education	Jeremy Winters
National Alliance on Mental Illness (NAMI)	Student Development	Molly Anderegg / Heather DeWaard Flickinger / Lisa Ketelsen / Andrea Mujica
Phi Theta Kappa	Student Development	Josie Popp / Lori Quinlan
Student Ambassadors	Student Development	Tanya Dadisman / Grace Juhl / Angie Marzen
Student Government	Student Development	Morgan Frost
Student Wellness	Student Development	Health DeWaard-Flickinger / Lisa Ketelsen / Andrea Mujica / Mark Vrba
Vocal Music	Music	Joel Everist

### Cheerleading

Join the NIACC cheerleading team which performs at home basketball games. Cheerleading at NIACC has a long tradition and is instrumental in keeping the traditions of the college alive while encouraging the spirit of the campus community.

### 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. Activities may include basketball, flag football, free-throw contest, volleyball, slam dunk, ping pong, pickleball and more!

### National Alliance on Mental Illness

We have all been affected by mental illness in one way or another. NAMI on Campus is open to all 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 life of all NIACC students. NAMI on Campus works in partnership with the NIACC Student Wellness organization. The organization sponsors wellness related activities on campus focused around the eight dimensions of wellness.

### 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 Ambassadors

The Student Ambassador program is a student-centered organization that focuses on providing support of the Admissions Office and serves as a distinguished community on campus with leadership responsibilities. They help in recruitment of prospective students and provide a positive image of NIACC through various events such as campus tours, orientation, school visits, and community outreach. Membership is based on an application and interview process.

### 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.

### Student Wellness

The Student Wellness organization promotes the overall well-being of students at NIACC. This organization focuses on the eight dimensions of wellness: physical, emotional, social, spiritual, intellectual, environmental, occupational and financial. The organization explores the eight dimensions of wellness, how they work together, and how they impact overall quality of life. The organization sponsors wellness related activities on campus focused around the eight dimensions and partners with NAMI on Campus (National Alliance on Mental Illness). Contact the wellness advisors to learn how to get involved with student wellness at NIACC.

### 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!**



## Course Placement Information For Entry-Level Advising

NIACC uses a multiple measures system for course placement to determine if a student has the skill set to achieve a passing grade in courses specific to math, reading, and English (writing). The student's math course placement utilizes a formula with a set of data points that weighs the likelihood of success in math courses. The English (writing) and reading placement utilizes a set of decision rules for evaluating the student's ability to be successful in composition and reading courses.

NIACC placement assessments vary by Pathways (Transfer & Career) and Meta Major (Agriculture, Business, Health Sciences, Human & Public Service, Humanities, STEM, Skill Trades). Transfer and career pathways can be found in each meta major by going to our catalog ([www.niacc.edu/catalog](http://www.niacc.edu/catalog)) and selecting Meta Majors. This will help you understand what is required for math, writing and reading courses and which placement assessments are required.

Placement Exemptions: If a student has completed any college level math, writing or reading courses at another college, a college transcript with the course and a grade of C or higher would exempt the student from placement assessments in that subject area. An official transcript must be on file to exempt a student from assessments.

### Math Placement for Transfer Pathways

#### Transfer Pathway Students

NIACC offers the ALEKS math assessment. We also accept ACT or SAT math scores. If a placement score does not meet the score needed to enroll in the desired course (see chart on next page), multiple measures of placement can be used.

NOTE: Finite Math, Precalculus, Trigonometry & Analytic Geometry, Business Statistics, Calculus (for Business), and Calculus I require an assessment score (ALEKS, ACT, or SAT) and will not use multiple measures for placement.

NIACC has scaled all measures to a 4-point scale as seen below. The scales have been determined by our current minimum placement requirements for our math courses (found on next page).

Placement Formula: ACT/SAT Scaled score + HS GPA Scaled Score (.75) + ALEKS Scaled Score (.75) = score

The 0.75 weight given was developed from a single regression analysis between high school GPA and ALEKS scores and NIACC Math grade in the first college level course. With that, several multi-regression models were developed by our math faculty.

Using the formula, a student who has a score (sum of formula) of 3 or higher would be placed in a college level math course.

SCALE	ALEKS SCORES
0	0—13
1	14—20
2	21—29
3	30—37
4	38 or Higher

SCALE	ACT MATH SCORE
1	0—12
2	13—16
3	17—20
4	21 or Higher

SCALE	NEW SAT MATH
1	0—260
2	270—420
3	430—520
4	530 or Higher

High School GPA Scale \*note: GPA cannot be used solely to place you into a math course

SCALE	HIGH SCHOOL CUMULATIVE GPA
0	0—2.49
1	2.50—2.69
2	2.70—2.99
3	3.00—3.29
4	3.30 or Above

### Math Placement for Career Pathway

#### Career Pathway Students

NIACC offers the Accuplacer assessment for career pathway students and students. Students who enroll in a career pathway program will be required to take the Accuplacer math assessment or provide an ACT/SAT score. The Accuplacer score or ACT/SAT score stands on its own and is not part of multiple measures for placement due to the nature of course work required for career pathway programs.

MATHEMATICS PLACEMENT											
COURSE PLACEMENT	FINAL SCALED SCORE	ALEKS	NEW SAT MATH	*SAT MATH (Not part of Multiple Measures)	ACT MATH	ACCUPLACER					
						NG College Math (AAF)	College Math	NG Elem Algebra (QRAS)	Elem Algebra	NG Arithmetic	Arithmetic
MAT-044 Mastery Math (By Instructor Permission/College Recommendation)											
MAT-053 Pre-Algebra		0 - 14	260	240	12			212	32	203	23
MAT-089 Survey of Mathematics		15 - 37	260	240	12			212	32	203	23
MAT-063 Elementary Algebra		14 - 100	420	380	16	201	21	230	50	239	59
MAT-801 Applied Math A-D Intended for majors in Automotive, Building Trades, Heating & Air Condition, Industrial Systems, and Tool & Die		14 or higher	420	380	16	201	21	230	50	239	59
MAT-092 Intermediate Algebra	3	30 - 37	510	480	20	222	42	289	109	239	109
MAT-110 Math for Liberal Arts <u>Decision Zone</u> Additional Requirement for Enrollment Take one credit of MAT-044 along with MAT-110	3	33 - 37	470	430	18	220	40	260	80	289	99
MAT-110 Math for Liberal Arts	3	38 OR 65% on whole numbers AND 50% on proportions	530	500	21	225	45	290	110	279	
MAT-153 Math for Elementary Teachers I	3	38 - 100	530	500	21	225	45	296	116		
MAT-154 Math for Elementary Teachers II (Pre-Req MAT-153)	3										
MAT-121 College Algebra (Note: If completed MAT-092, must take MAT-044A with MAT-121) MAT-156 Intro to Statistics	3	38 - 100	530	500	21	225	45	296	116		
MAT-140 Finite Math	Test Only	50 - 100	580	560	24	240	60				
MAT-128 Precalculus MAT-134 Trigonometry & Analytic Geometry	Test Only	50 - 100	610	590	26	250	70				
MAT-161 Business Stats (Pre-Req MAT-156)	Test Only										
MAT-165 Calculus (for business)	Test Only	60 - 100	610	590	26	250	70				
MAT-210 Calculus I	Test Only	70 - 100	650	630	28	260	80				

## Writing Placement for Transfer Pathways

### Transfer Pathway Students

NIACC offers its own writing placement assessment for placement in ENG-105 Composition, which is completed online and then scored by faculty in the Student Learning Center. We accept ACT or SAT English scores as a measurement of proficiency in writing.

If the writing placement score is a nine (9), a student may enroll in ENG-105 Composition while co-enrolling in ENG-014 Mastery Writing (excluding high school students concurrently enrolled). A high school GPA may also be utilized to assist in the placement of the ENG-105 Composition.

### Career Pathway Students:

If ENG-105 is in your program of study/required course list, you will be required to take the writing placement assessment.

If ENG-701 Communications I is in your program of study/required course list, you are not required to take a writing placement assessment. However, it is strongly encouraged to complete the writing placement assessment to ensure your success in ENG-701 Communications I.

ENGLISH PLACEMENT					
Course Placement	High School GPA	NIACC WRITING SUBMISSION	ACT ENGLISH	*SAT WRITING	NEW SAT WRITING
ENG-014 Mastery Writing	0 - 2.00	0 - 3	1 - 9	1 - 260	10 - 14
ENG-105 Composition I - REQUIRED enrollment in one credit of ENG-016A Mastery Writing	2.01 - 2.99	4 - 9	10 - 15	270 - 390	15 - 22
ENG-105 Composition I - Intended for all majors who plan to transfer and obtain a bachelor's degree	3.00 or Higher	10 or Higher	16 or Higher	400 or Higher	23 - 40

## Reading Placement for All Students

For reading placement, all students will be required to take the Accuplacer reading assessment or provide ACT/SAT scores to show proficiency in reading skills. If a student lacks proficiency based on the assessment score, a high school GPA will be utilized to assist in the placement of the course RGD-125 College Reading Strategies.

READING PLACEMENT						
Course Placement	High School GPA	ACCUPLACER READING	NG READING	ACT READING	*SAT READING	NEW SAT READING
RDG-015 Power Reading	0 - 2.00	1 - 58	200 - 238	1 - 15	1 - 260	10 - 15
RDG-125 College Reading Strategies ( Required Support)	2.01 - 2.99	59 - 79	239 - 252	16 - 18	261 - 270	16 - 18
RDG-125 College Reading Strategies (Optional)	3.00 or Higher	80 or Higher	253 - 300	19 or Higher	271 or Higher	19 or Higher

## 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 Dr. Shelly Schmit, EEO/AA Officer, 500 College Drive, Mason City, IA 50401, phone number 641-422-4211, email [shelly.schmit@niacc.edu](mailto: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.