

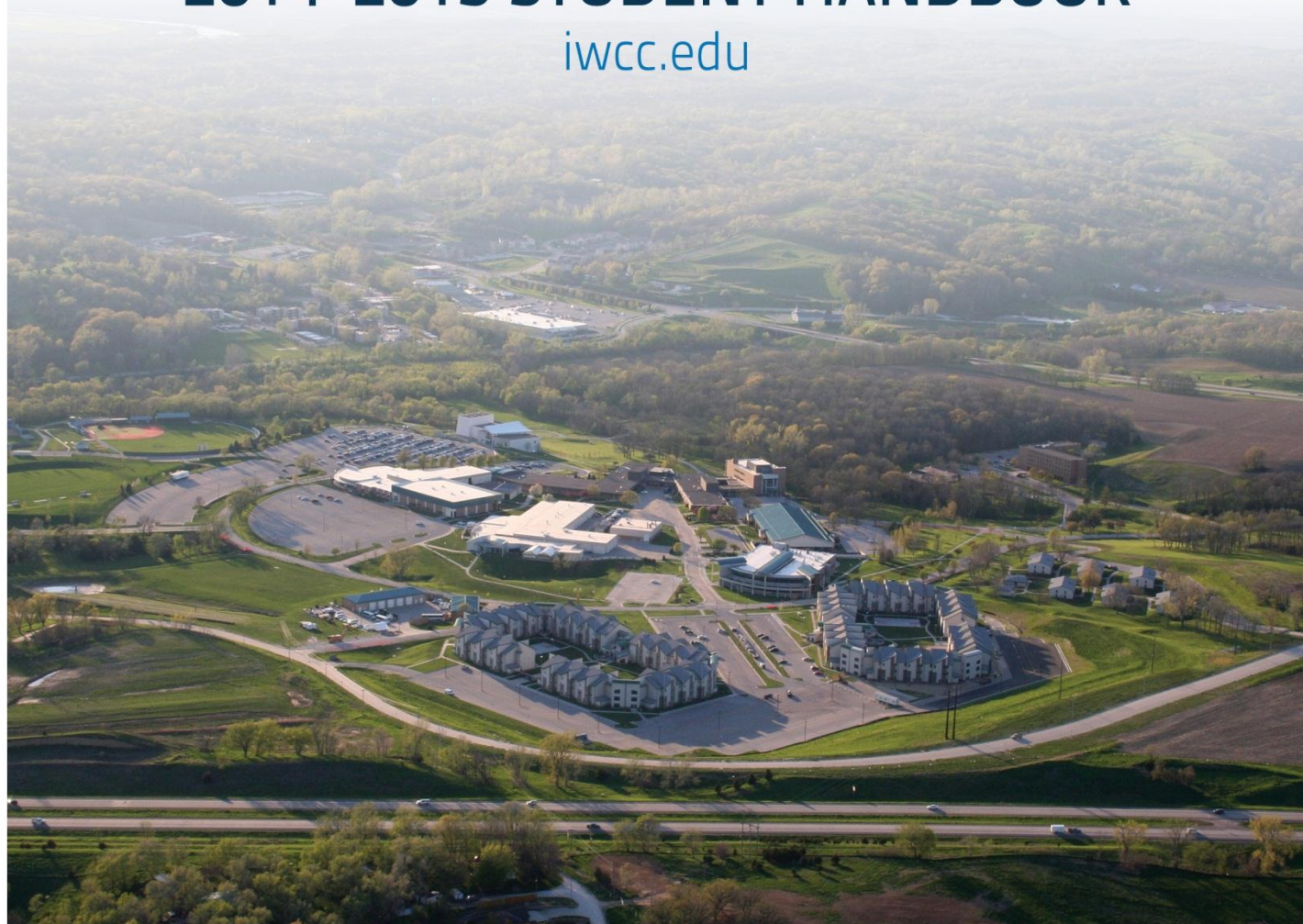


IOWA WESTERN

The world is waiting

2014-2015 STUDENT HANDBOOK

iwcc.edu



The information contained in this handbook is correct as of September 18, 2014, and is subject to cancellation or change without notice. This handbook cannot be considered as an agreement or contract between individual students and Iowa Western Community College, its faculty, staff, administrators, or directors.

Iowa Western Community College is committed to providing equal educational opportunity and forbids unlawful discrimination on the basis of race, color, creed, religion, national or ethnic origin, ancestry, genetic information, physical or mental disability, age, sex, sexual orientation, gender identity or expression, pregnancy, marital status, veteran status, AIDS/HIV status, citizenship, or medical condition, as those terms are defined under applicable laws.

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

Iowa Western Community College Employment and Educational Equity Coordinators

Equal Employment Opportunity/ Non-Harassment

Director of Human Resources
2700 College Road
Council Bluffs, IA 51503
(712) 325- 3413

ADA Coordinator

Coordinator of Disability Services
2700 College Road
Council Bluffs, IA 51503
(712) 325-3299

Title IX Coordinator

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

Equal Education Opportunity/ Non- Harassment

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2700 College Road
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(712) 325-3207

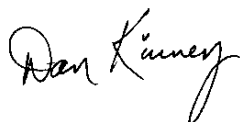
Welcome

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

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

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

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



Dr. Dan Kinney
President

MISSION STATEMENT

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

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ROC is the “one stop shop” for students to access courses, email, campus events, IWCC News, and other academic features. The ROC portal is new at IWCC and will continue to be enhanced with useful resources.

ROC is the default Internet homepage on all IWCC desktops, notebooks, and netbook computers. ROC enables Single Sign-On functionality to other student systems at IWCC. When accessing ROC from a personal device, you will need to navigate to roc.iwcc.edu and provide your network username and password.

The ROC homepage layout is comprised of three columns of information. The following highlight some important features for each section.

- **iwcc.edu email** - Use the message indicator link to view and create email messages.
- **Personal Calendar** – Automatically displays your class times for any registered courses you are taking. You can also add events to this calendar through your email interface.
- **Academic Calendar** – Located under Quick Links, the academic calendar contains key dates important to all students. The Iowa Western Community College Board of Trustees approves the Academic Calendar. Dates on the Academic Calendar are subject to change.
- **IWCC News** – Provides general information on a variety of college topics.
- **Special Announcements** – Contains time-sensitive and critical college related information.
- **My ROC Classes** – Your classes will be listed in this section. Provides access to syllabi, daily grades, contact your instructor, and other resources designated to help students succeed in their classes.
- **Campus Events** – A comprehensive list of events on campus, such as student activities, music and theatre events, athletics, college visits, service learning, and more.
- **Student Self Services (SOS)** – Enables access to *your* student records, including Advisor Information, Class Schedule, Financial Aid/Billing, Program Evaluation, Final Grades, and Unofficial Transcripts. Online services such as Register for Classes, Apply for Financial Aid, Email My Advisor, and Make a Payment are provided.
- **Quick Links** – Links to resources that you may find useful while attending IWCC.

FOR PROBLEMS

Call Help Desk
(712) 325-3220

or

E-mail

support@iwcc.edu

REGISTRATION & STUDENT RECORDS

REGISTRATION PROCESS

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

ONLINE REGISTRATION

What is Priority Online Registration?

Each semester students are randomly assigned a Priority Online Registration time, which allows continuing students access to register for classes online before registration opens for new and returning students. Your Priority Online Registration date and time are posted in ROC each semester, a few weeks before registration for the following semester begins.

What is a Preferred Sections List?

Several weeks before Priority Online Registration begins students are able to build a Preferred Sections list in ROC, by selecting courses at times you want to take them. Once your assigned Priority Online Registration date and time begins, you are then able to access your previously built Preferred Sections List, and attempt to register for those classes by choosing from the list of actions available on the page.

When does Online Registration end?

You can register online until the first day of the term, but we encourage you to plan ahead by building your Preferred Sections List and registering for classes as soon as your assigned Priority Registration time begins. Once the semester begins, students who had previously registered will have access to add and drop classes online during the first week.

Can I add and drop classes online?

If you are registered for classes prior to the first day of the term, you may add regular-term classes through the first week of the term. You can drop regular-term classes online through the last day to drop.

Can I waitlist for classes if they are full?

When registering for classes online, you will have the option to waitlist for sections of classes that are full. Once you are waitlisted for a course, you will receive an email notification if a space in the course becomes available, and the email will indicate a timeframe in which you have access to register for the course, which may range from 24 hours to 5 days. You will not be automatically registered for a waitlisted course. If you do not register for the course and your timeframe expires, the space in the course will be offered to the next student on the waitlist.

For additional information regarding registration for classes, including tutorials on registering for classes online, visit the [Records and Registration page](#) in ROC, or contact the Records and Registration Office at 712.325.3277 or registrar@iwcc.edu

GRADES

OFFICIAL GRADES

Although students can view course gradebooks through the My ROC Classes feature in ROC, official grades are in Student Self Services. Official grades are posted within a week of the course end date.

ACADEMIC TRANSCRIPTS

Academic transcripts, which are the official record of the grades you earn each semester, are provided at no charge and may be ordered through the Records and Registration Office by submitting a Transcript Request Form, which can be submitted online by visiting the Records and Registration page in ROC. Official transcripts may not be issued until all financial obligations to the College have been met.

PAYING FOR YOUR EDUCATION

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

PAYMENT CHECKLIST

Apply for Financial Aid

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

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

Priority Deadline:
May 1 for Fall
November 1 for Spring

Apply for Scholarships

Many scholarship opportunities, including awards based on achievement and/or financial need, are available for new and continuing students. In fact, Iowa Western awards scholarships totaling over one million dollars each year, and when you consider how low tuition is to begin with as well as the fact that the money is going to a fairly small pool of only about 7,000 students, that figure becomes even more staggering. The Iowa Western Foundation scholarship application is available online.

Find Answers: Foundation Office/Clark Hall
scholarships@iwcc.edu
712.325.3269

Deadline:
Fall: March 15
Spring: November 15

Set Up a Payment Plan

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

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

Payment Deadline:
Fall 2014: August 1, 2014
Spring 2015: December 10, 2014
Summer 2015: May 15, 2015

E-CASHIER AUTOMATIC PAYMENT PLAN

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

GETTING MONEY BACK

REFUND OF TUITION AND FEES

Students who officially withdraw from college or drop classes before the first calendar week of a regular term will be refunded all tuition and fees, including first-time enrollment, college services, program, and course fees. Students who withdraw from college or drop classes during the first week of a regular term will be refunded all tuition and fees except the first-time enrollment fee. Students

who withdraw from college or drop classes during the second week of a regular term will be refunded fifty percent of tuition as well as fifty percent of program and course fees; neither college services fees nor the first-time enrollment fee will be refunded. Even if a student adds a class in place of the one that is dropped, no fees will be refunded on the dropped class. Students who withdraw from or drop classes after the second week of a regular term will not be refunded any tuition or fees. Deadlines for refund of tuition and fees for all terms and sessions are posted online at www.iwcc.edu and in ROC, and they are also available at the Records and Registration Office. For more information about the financial impact of adding, dropping, or officially withdrawing, please contact an Enrollment Advisor at Advising@iwcc.edu or 712.325.3277.

REIVER CARD

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

ACADEMICS

ADVISING

Academic Advising

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

Career Planning

Iowa Western offers students a variety of services and resources that are designed to help them gather information, which in turn enables them to make informed decisions regarding major and ultimately career selection. These resources also provide an opportunity for students to make a connection between a program of study, or major, and the related job possibilities. A student's assigned advisor will serve as an important resource when it comes to questions about careers but students are also encouraged to take it upon themselves to research opportunities through online resources such as the Iowa Western Career Planning web pages and Iowa Choices Planner, both of which are accessible through the college website. For more information, please contact Academic Advising at (712) 325-3277.

Transfer Planning

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

COURSE SYLLABUS

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

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

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

These include:

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

ATTENDANCE

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

FINAL EXAMINATIONS

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

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

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

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

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

ACADEMIC STANDARDS

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

A student who has attempted six or more semester hours of academic credit is required to maintain a cumulative minimum grade point average of 2.0. A student who fails to maintain this average will not be in "Good Academic Standing" at the College for the following semester. If the grade point is not at least 2.0 at the conclusion of the following semester, the student may be placed on academic suspension. A student who earns at least 2.0 GPA for an academic semester may avoid suspension even though he or she is not in "Good Academic Standing" until the cumulative GPA reaches 2.0.

A student who is academically suspended from the College may not reenroll in Iowa Western Community College unless he or she has written permission from the Vice President of Academic Affairs. This policy is independent of Financial Aid Satisfactory Academic Progress Criteria.

SERVICES FOR STUDENTS

ACADEMIC SUPPORT CENTER / TUTORING

The Academic Support Center (ASC) is located next to the Cyber-Library and offers free academic assistance in a variety of "core" subjects, specializing in assistance for math and writing classes. Peer Tutors are academically successful students trained to assist other students with many of the general requirement courses necessary for most associate's degrees. Peer tutors maintain regular

hours and are available on a walk-in basis. Group tutoring is also available, but must be scheduled in advance. For more information about the free tutoring available to all IWCC students, contact the Academic Support Center at (712) 388-6841 or email Tutoring@iwcc.edu.

COUNSELING/PERSONAL ADVISING

The Student Success Department provides inquiring IWCC students with information, resources, and short-term counseling or advising in order for them to become better equipped to deal with personal problems that may impact their academic progress. Students are urged to seek such help before personal problems, including mental health issues, family/roommate conflicts, or academic struggles, seriously damage their academic performance or future quality of life. For more information, contact the Director of Student Assistance at (712) 329-4750 or email StudentAssistance@iwcc.edu.

DISABILITY SERVICES

In accordance with the Americans with Disabilities Act (ADA), Iowa Western Community College provides reasonable accommodations to students with documented disabilities. Students who need accommodations arranged must provide disability documentation to the Disability Services Coordinator along with scheduling a meeting to arrange such accommodations. Students are strongly encouraged to provide documentation of their disability and make arrangements early in their semester registration process in order to receive timely services. Disability Documentation includes a diagnosis of a specific disability, states how the disability limits a major life activity, explains how the disability affects the student's academic performance, and suggests educational accommodations appropriate to a college setting. All disability documentation files are kept strictly confidential with the Student Success Office. For more information, contact the Disability Services Coordinator at (712) 325-3299 or email disabilityservices@iwcc.edu.

TESTING CENTER

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

TRiO/STUDENT SUPPORT SERVICES

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

COLLEGE SERVICES

COLLEGE STORE

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

Textbook Refunds and Exchanges

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

Buybacks

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

CYBER LIBRARY

IWCC offers a technology-based resource center that provides 24/7 access to full-text journal articles, books, and other resources through an electronic database. Students, faculty, and staff are able to search all available learning resources with one click. The Cyber Library is a learner-centered environment that has netbooks available for students to check-out, individual and group study rooms, general academic assistance, and free Wi-Fi service. For more information, call (712) 325-3247 or email CyberLibrary@iwcc.edu.

EARLY CHILDHOOD EDUCATION CENTER

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

ENTREPRENEURIAL CENTER

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

PARKING AND PARKING PERMITS

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

All students at the Council Bluffs campus are required to have a valid parking permit attached to any vehicle they will be using while at Iowa Western. Registering for a parking permit is free and can be completed on ROC.

IWCC parking permits are free of charge.

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

STUDENT I.D. / ACTIVITY CARD

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

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

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

WELLNESS CENTER

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

CAMPUS LIFE

RESIDENCE LIFE – COUNCIL BLUFFS CAMPUS

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

STUDENT LIFE

The Student Life Office is designed to complement the academic experience. By sponsoring events and activities which are co-curricular to academics, students have the opportunity to learn life skills, leadership skills, and interpersonal relationship skills. This

is accomplished by providing experience in leadership, organizational management, service, decision-making, and planning. Through volunteerism, student clubs and organizations, and committees, the Office of Student Life provides a learning experience outside of the classroom that helps to expose students to new ideas, people, and possibilities. For questions regarding Student Life and Student Activities, please contact the Student Life Department at (712) 325-3437 or studentactivities@iwcc.edu.

Student Activities Board

The Student Activities Board is designed to promote clubs and activities on campus, as well as encourage students to get involved around campus. The Student Activities Board meets every other month in the Student Life Center. Students who wish to become involved should contact the Director of Student Life at (712) 325-3437 or studentactivities@iwcc.edu. Information about upcoming student activities can be found on the television monitors located throughout campus and on the Campus Events tab in ROC .

Intramurals

Intramural Sports allow the Iowa Western community an opportunity to participate in organized leagues, tournaments, and special events. Intramural sports offer a competitive and fun way to meet the needs of the diverse student population through exercising and socializing in the various sports including: Flag Football, Co-Ed Sand Volleyball, Basketball (M&W), Ultimate Frisbee, Bowling, Pool, and more. All intramural sports are free to current Iowa Western Students. For more information on Intramurals, contact the Student Life Department at (712) 325-3437 or studentactivities@iwcc.edu.

ATHLETICS

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

What's a Reiver?

The Reiver is a Pirate – not just any Pirate but a River Pirate. Four counties that are part of Iowa Western Community College district border the Missouri River which is rich in tradition involving the exploration and settling of North America. During the late 1800's, bands of "River Pirates" robbed steamships and boats that carried goods up the Missouri River to settlements in the North and West. These thieves were eventually given the name "Reivers".

DISC GOLF

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

CHOIR/BAND

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

THEATRE

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

CAMPUS COMPUTER INFORMATION AND POLICIES

STUDENT COMPUTER SERVICES

IWCC students will be provided with access to campus computers and various online resources. Students will be assigned a login ID and password that will remain active as long as they are a current registered student at IWCC. Access to ROC will be available for a short time after a student's enrollment at IWCC has ended.

COMPUTERS FOR STUDENT USE

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

WIRELESS INTERNET ACCESS

Students with wireless devices can connect to the Internet at the Council Bluffs campus in all academic buildings. Students can also connect to the Internet in the Reiver Suites common areas, the Reiver Village Clubhouse, and the Reiver Tower common areas. There

is also wireless access at the Clarinda Center, Harlan Center, Atlantic Center, and the Shenandoah Center. In order to use the wireless network, students will be asked to provide their network login and password, which will register their device on the wireless network.

USERNAME AND PASSWORD

All major systems listed use the same Username/Password combination.

User name = First letter of first name + last name = last 3 digits of Student ID number. Example: jdoe117

Initial Temporary Password = IWCC + last 6 digits of social security number. Example: Iwcc123456 – note the capital I. *If you did not provide a social security number to the college, your initial password is Iwcc + 7-digit student ID number.*

Accounts are typically created within 24 business hours of student registration. Accounts need to be activated by setting up a new password prior to using these systems. This can be done by logging into a campus computer where you will be prompted to set a new password, or if off campus visit ROC to change and activate your password.

Passwords must meet the following complexity requirements:

- Cannot contain any part of your name
- You **cannot** use a previous password when changing your current password
- Must be at least 6 characters long
- Must have characters from each of these groups:
 - Upper case letters
 - Lower case letters
 - Numbers
 - Special Characters (!@#.&)

Password resets must be online at Password Central at <http://passwordcentral.iwcc.edu> or in person with a picture ID.

LOGGING INTO CAMPUS COMPUTERS

Follow the directions on the computer display to get to the logon screen. Type in your **username and password** as defined in the previous section. If prompted, select a new password.

Make sure to log out of the campus computers when you finish your work to prevent others from having access to your account.

Inappropriate computer behavior is the responsibility of the owner of the account, regardless who is using it.

Students may use the computers in the Cyber Library which is located on the second floor of the Student Center.

Fall and Spring hours:

Monday - Thursday	7:00 am - 10:00 pm
Friday	7:00 am - 5:00 pm
Saturday	12:00 pm - 4:00 pm
Sunday	4:00 pm - 10:00 pm

Summer hours:

Monday – Thursday	8:00am – 4:30pm
Friday	8:00am – 3pm
Saturday/Sunday	Closed

PRINTING

In an effort to be green and lessen the environmental impact, the college has implemented a student print management system. Every registered student will be given 200 prints per semester for printing at the Cyber Library. A single page of print is considered one page and a duplex printed page is considered one and a half pages. Color printing is available and is counted as three pages for every color page printed and five pages for color duplex printing. If you have less than 50 prints remaining on your account, you can add 100 more at the IT Help Desk in Fremont 130. In order to print at the Cyber Library, you will need to have your IWCC Student ID card with you as this card is used to release the print job to the printer. If you currently don't have an IWCC ID card, you can get one at the ITC Help Desk.

EMAIL ACCOUNTS

Current students are provided an email account for their use while enrolled at IWCC. This email account will be the avenue the college will use to send any college-related electronic communication. It is your responsibility to check this account as often as needed.

When on campus or using a college provided desktop, notebook, or netbook computer, your browser will automatically be directed to ROC upon successful login to the IWCC network. You will see your email activity within ROC. You can access your email by clicking on the message icon on the top portion of ROC.

When off campus, or using a personal device, you can gain access to our email via the ROC icon found towards the bottom portion of the college home page www.iwcc.edu. You can also gain access by going directly to ROC roc.iwcc.edu or by visiting outlook.com. You will need to provide your network username and password for the two sites listed above when accessing them from off campus or from a personal device. It may be helpful to bookmark or create desktop shortcuts to these sites on your personal devices. Your email address for sending or receiving email is your network username followed by @iwcc.edu (example - jdoe117@iwcc.edu).

The college uses an email service provided by Microsoft. Along with email, each student will also have access to online web versions of Word, Excel, PowerPoint, and One Note at no cost. You will also have access to a service known as SkyDrive to store, retrieve, and share documents and photos that you can access from anywhere with an Internet connection. You can access these resources from ROC or by going to skydrive.com.

ITC ASSISTANCE

Your first contact for assistance should be your instructor or Cyber Library assistant. If they cannot assist you, call the Help Desk at (712) 325-3220 or extension 3220 from an on-campus telephone. Normal hours are Monday –Thursday 7:30am – 11:00pm, Friday 7:30am – 6:00pm, and Saturday 9:00am –noon. During the summer terms the Help Desk closes at 6:00pm. Please note there are no Saturday hours during the summer. ROC has its own help and FAQ sections which may be able to provide answers to your questions as well. You can also submit a request online at helpdesk.iwcc.edu and a college support representative will contact you during the hours listed above.

CAMPUS SAFETY & SECURITY

CAMPUS SECURITY AND LAW ENFORCEMENT

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

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

MONITORING AND RECORDING ACTIVITY AT OFF-CAMPUS LOCATIONS

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

GENERAL PROCEDURES FOR REPORTING A CRIME OR EMERGENCY

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

Council Bluffs Campus	
Security Supervisor	712-325-3727, Fremont Hall Security Room
Student Conduct & Civility Coordinator	712-325-3728, Student Center 2 nd Floor
Director of Student Development	712-325-4750, Student Center 2 nd Floor
Director of Residence Life	712-325-3487, Reiver Suites II
Assistant Director of Residence Life	712-388-6849, Reiver Suites I
Residence Life Coordinator - Reiver Suites I	712-256-6526, Reiver Suites I

Residence Life Coordinator – Reiver Suites II	712-325-3445, Reiver Suites II
Residence Life Coordinator - Reiver Tower & Reiver Village	712-388-6862 , Reiver Tower
Dean of Student Life and Student Success	712-325-3207, Student Center 2 nd Floor
All Other IWCC sites	
Center Director	

COMMUNITY ASSISTANCE

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

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

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

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

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

Vocational Rehabilitation Services

Students who have a physical, emotional, and or learning disability may be eligible for services through Iowa Vocational Rehabilitation. Services include medical and psychological assessment, counseling and guidance, testing, adaptive equipment or devices, occupational tools and equipment and job placement. Availability of financial aid is determined on a case by case basis.

TIMELY WARNINGS

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

CAMPUS EMERGENCIES

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

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

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

EVACUATION PROCEDURES FOR STUDENTS WITH DISABILITIES

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

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

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

ACCESS TO CAMPUS FACILITIES

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

SECURITY CAMERAS

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

REGISTERED SEX OFFENDER INFORMATION

Any student who wishes to know the names of enrolled students who may be on the Iowa Sex Offender's Registry should contact the county sheriff or refer to the Iowa Sex Offender Registry website at www.iowasexoffender.com. The site does not provide a list of people on the Registry but does allow searches by name or address. Pursuant to Iowa Code 692A, sex offenders are prohibited from living within two thousand feet of a child care facility. IWCC operates a child care center of campus. Individuals who pose danger to themselves and/or other residents may not be eligible to live in on-campus housing. Registered Sex Offenders represent a clear and present danger and are not eligible for on-campus housing.

SEXUAL MISCONDUCT POLICIES AND PROCEDURES

Iowa Western Community College does not discriminate on the basis of sex, as required by Title IX of the Educational Amendments of 1972. Iowa Western Community College is committed to having a positive learning and working environment for its students and employees and will not tolerate sexual discrimination, which includes sexual harassment and sexual violence. It is the policy of Iowa Western Community College to comply with Iowa Code Chapters 708 and 709 of the Title XVI Criminal Laws and Procedures. Inquiries regarding sexual harassment can be directed to Iowa Western's Title IX Coordinator or to the U.S. Office of Civil Rights.

IWCC conducts a number of programs aimed at preventing sexual offenses and making the community aware of the potential of such crimes. These programs include providing nightly security patrols of the campus, providing security escorts, inspecting the campus for potentially dangerous areas, and inspecting campus lighting and shrubbery. In addition, educational programs concerning sexual assault awareness are provided.

SEXUAL MISCONDUCT

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

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

Consent must be present throughout the sexual activity at any time, a participant can communicate that he or she no longer consents to continuing the activity. Additionally, consent to one type of sexual activity is not sufficient to demonstrate consent to all sexual activities. If there is confusion as to whether anyone has consented or continues to consent to sexual activity, it is essential that the participants stop the activity until the confusion can be clearly resolved.

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

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

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

A. Sexual Assault

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

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

B. Sexual Exploitation

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

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

C. Sexual Intimidation and Stalking

Sexual intimidation involves threatening another person that you will commit a sex act against them, an implied threat of the same, or engaging in indecent exposure. Stalking involves any course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress. Sexual intimidation and stalking includes cyber-stalking or threatening via e-mail, social media, text message, or other electronic communications.

D. Sexual Harassment

Sexual harassment can include unwelcome behavior (verbal, written, or physical) that is directed at someone because of that person's sex or gender, and that meets either of the following criteria:

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

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

E. Domestic and Dating Violence

Domestic violence includes violent acts committed by the survivor's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law. Dating violence involves violence by a person who has been in a romantic or intimate relationship with the survivor, as gauged by the length, type and frequency of interaction within the relationship.

How to Report Sexual Misconduct:

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

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

REPORTING NUMBERS:

Council Bluffs Police Department	911
Director of Residence Life	712-325-3487
Assistant Director of Residence Life	712-388-6849
Dean of Student Life and Student Success	712-325-3207
Student Conduct and Civility Coordinator	712-325-3728
Director of Student Development	712-329-4750
IWCC Council Bluffs Campus Security	402-659-4939 (text messaging enabled) or 8000 from any campus phone
IWCC Security Supervisor	712-325-3727
Sexual Assault Program	712-328-0266
24-Hour Rape Crisis Line	712-328-0266
Any Hospital or Medical Facility	

Privacy, Confidentiality, and Other Information for Survivors of Sexual Misconduct

The survivor of sexual misconduct has the option to, or not to, notify and seek assistance from law enforcement and College officials, and will not face discipline for either decision. The College encourages the reporting of all incidents of sexual misconduct. To the extent possible, the College will protect the privacy of all parties to a complaint of sexual misconduct. Under federal law, if a student makes a formal report about a sexual assault to a College official (e.g., officials within Student Services, deans, campus security personnel, and certain other administrators with supervisory responsibilities), the College has an obligation to investigate the complaint.

Survivors of any sexual misconduct are reminded of the importance of preserving evidence for proof of criminal activity to assist law enforcement in any future prosecution, as well as to assist in obtaining a protection order. The College will assist the student in contacting law enforcement and/or preserving evidence if requested. The College will abide by the instructions and requirements of any protection order, restraining order, or similar lawful order issued by criminal, civil, or tribal courts.

If the College receives a formal report of sexual misconduct, it will be treated in a confidential manner. At the same time, information will be shared as necessary in the course of an investigation with people who need to know such as investigators, witnesses, disciplinary officers, and the accused. When the College, through a report to a College official, becomes aware of an incident of sexual misconduct that occurred on-campus and there is a potential for bodily harm or danger to members of the campus community, College administrators must issue a timely warning to the campus. While the College will provide enough information to safeguard the campus community, a survivor student's name or other personally identifying information will not be disclosed.

IWCC encourages students who are the survivor of a sexual assault to seek medical and counseling services. Survivors may contact Iowa Western Mental Health Counseling, located in the Student Center – 2nd floor or call 712-256-8057 for help and for referral to outside agencies that can provide additional counseling and support.

Investigation and Disciplinary Action

The Dean of Student Life and Student Success, or designee, will investigate each reported sexual offense. Survivors of sexual offenses should be aware of the potential need of the College to release information regarding the fact that an assault has occurred for the protection and safety of others in the form of a timely warning issued by the Dean of Student Life and Student Success, or designee. In a timely warning, information about the reported sexual offense will be reported to the campus community, including as much detail as possible regarding location, date and time of assault, and any information that may help identify the assailant. Every attempt is made to maintain the anonymity of the sexual assault survivor. Unless otherwise requested by the sexual offense survivor, names and address of survivors may be released to the Council Bluffs Police Department.

During the investigation and disciplinary processes, the College will take appropriate action to safeguard the alleged survivor and at the same time, protect the rights of the alleged perpetrator. The College will work with a survivor to arrange reasonable accommodations, including possible changes to class schedule, alternate housing arrangements, or a campus no contact order. The College strongly encourages survivors who feel in danger to contact police and pursue an order of protection or other legal remedies.

There are different standards of proof in the College conduct proceeding than in criminal action. The College uses preponderance of the evidence standard to resolve complaints of sexual misconduct. The College conduct proceeding determines whether the alleged perpetrator's status as a student will be altered, whereas the criminal process determines if there will be limitations on the alleged perpetrator's liberty. As there are different standards and the purpose of each proceeding is different, IWCC encourages students who are the survivors of sexual offenses to go forward with the College process as well as take legal action through local law enforcement agencies. The College strongly encourages survivors to preserve evidence, even if he or she is not sure a report to police or College administration will be made. Evidence might include clothing, bed sheets, text messages, social media interaction, or other items or communication related to the sexual misconduct. Physical items can be placed into plastic or paper bags for storage, and electronic records such as texts or emails can be saved or captured via screenshot.

Sanctions for a student found responsible for sexual misconduct can include monetary fines, educational classes and assignments, loss or limitation of on-campus housing, suspension, or permanent expulsion from the College. Protective measures can include change of on-campus housing, change of class schedule, security escort while on campus, and other options as deemed necessary and appropriate. In cases of sexual misconduct, the accuser and the accused shall both be informed of the outcome of the College disciplinary proceeding in writing at the conclusion of the disciplinary process, including sanctions and information on the appeal process. This information will not be disclosed to the general public.

CLERY ACT COMPLIANCE STATEMENT

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Iowa Western Community College publishes its Annual Security and Fire Safety Report by October 1st of each year. The Dean of Student Life and Student Success will prepare and distribute this report which includes statistics for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by IWCC; and on public property within or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault and other matters. A copy of this report can be obtained from the Dean of Student Life and Student Success or by accessing the report on ROC and the College's website at www.iwcc.edu.

TITLE IX STATEMENT

It is the policy of Iowa Western Community College to comply with Title IX of the Education Amendments of 1972, which prohibits discrimination (including sexual harassment and sexual violence) based on sex in the College's educational programs and activities. Title IX also prohibits retaliation for asserting or otherwise participating in claims of sex discrimination. Iowa Western Community College has designated a Title IX Coordinator, to coordinate IWCC's compliance with and response to inquiries concerning Title IX.

ACCOMMODATIONS STATEMENT

The following statement will be included on all publicity of programs of the division, including, but not limited to, the following: orientation, workshops, and activities sponsored by Student Life. "If you are a person with a disability and require an accommodation, please contact the Coordinator Disability Services at 712-325-3299 or disabilityservices@iwcc.edu as soon as possible."

STUDENT RIGHTS & RESPONSIBILITIES

DUE PROCESS POLICY

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

DRUG AND ALCOHOL ABUSE EDUCATION PROGRAMS

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

DRUG-FREE SCHOOLS AND COMMUNITIES

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

CIVIL RIGHTS ACT

The Iowa Western Community College (Merged Area XIII) filed assurance of compliance with Title VI of the Civil Rights Act of 1964 on September 9, 1966, and accepts all requirements imposed by or pursuant to the regulation. No person in the United States shall, on the ground of race, sex, color, creed or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity offered by the College. Iowa Western Community College adheres to the principle of equal education and employment opportunity without regard to race, color, creed, religion, national or ethnic origin, ancestry, genetic information, physical or mental disability, age, sex, sexual orientation, gender identity or expression, pregnancy, marital status, veteran status, AIDS/HIV status, citizenship, or medical condition, as those terms are defined under applicable laws.

EQUAL EDUCATIONAL OPPORTUNITY AND NON-HARASSMENT

Iowa Western Community College is committed to a policy of equal educational opportunity. Therefore the College prohibits discrimination on the basis of unlawful criteria such as race, color, creed, religion, national or ethnic origin, ancestry, genetic information, physical or mental disability, age, sex, sexual orientation, gender identity or expression, pregnancy, marital status, veteran status, AIDS/HIV status, citizenship, or medical condition, as those terms are defined under applicable laws, in admitting students to its programs and facilities and in administering its admissions policies, educational policies, scholarship and loan programs, athletic programs, and other institutionally administered programs or programs made available to students. In keeping with this policy of equal educational opportunity, the College is committed to creating and maintaining an atmosphere free from all forms of harassment.

For information, or to register a grievance, contact the Dean of Student Life & Student Success, 2700 College Road, Council Bluffs, IA 51503, 712-325-3207.

AMERICANS WITH DISABILITIES ACT AND THE REHABILITATION ACT

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

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

For more information, contact the Coordinator of Disability Services located in the Student Center 2nd Floor, or call 712-325-3299.

TOBACCO POLICY

Iowa Western Community College is committed to providing a safe and healthy environment for its employees, students and visitors. In light of the Iowa Legislature's passage of The Smoke-Free Air Act (H.F. 2212) and findings of the U.S. Surgeon General that use of tobacco is a contributing factor to significant health hazards; it is the intent of the IWCC Board to establish a tobacco-free environment. Effective July 1, 2008, no consumption of tobacco is allowed on any College property, in any College facility, or at any College function. For the purpose of this policy, "tobacco" is defined to include any lit or unlit cigarette, cigar, pipe, bidi, clove cigarette, e-cigarette, other smoking products or any alternative smoking devices; and smokeless or spit tobacco, also known as dip, chew, snuff or snus, in any form.

1. Tobacco is prohibited in any College owned or operated buildings and residences, including offices, hallways, and foyers.
2. Tobacco is prohibited in vehicles owned or leased by the College.
3. Tobacco is prohibited in the following campus locations:
 - Building entrances, operable windows, and fresh air intake.
 - Gathering areas such as patios, gardens, and courtyards designated as a non-smoking areas.
 - Outdoor events, activities, and assemblies.
 - Outdoor eating events.
 - Any vehicle located in any parking lot.

SEARCH AND SEIZURE POLICY FOR STUDENTS AND VISITORS

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

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

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

CHILDREN IN THE COLLEGE

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

PERSONAL ELECTRONIC DEVICES

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

GRIEVANCE PROCESS FOR STUDENTS

Academic Grievance

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

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

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

Non-Academic Grievance

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

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

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

FORMAL STUDENT COMPLAINT PROCEDURE

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

DISCRIMINATION AND HARASSMENT COMPLAINT PROCEDURE

The Discrimination Complaint Procedure may be used by students who believe the College policies on equal opportunity in employment and education have been violated, resulting in discriminatory treatment on the basis of race, color, creed, religion, national or ethnic origin, ancestry, genetic information, physical or mental disability, age, sex, sexual orientation, gender identity or expression, pregnancy, marital status, veteran status, AIDS/HIV status, citizenship, or medical condition, as those terms are defined under applicable laws.

All discrimination complaints are considered to be serious and shall be dealt with promptly. No student shall be subjected to coercion or retaliation for filing a complaint or providing information related to a complaint. Complaints may also be directed to the Iowa Civil

Rights Commission, and Region VII's Equal Employment Opportunity Commission and Department of Education Office of Civil Rights in Kansas City.

Step 1 Discrimination Complaints

The Complainant shall submit a written complaint within 15 working days of the day the Complainant became aware of, or should have become aware of, the discrimination issue through the reasonable exercise of diligence. In no instance may this be later than 180 days from the date of the alleged discriminatory treatment. Complaints shall be submitted to the Dean of Student Life and Student Success. If the complaint is in regards to sex discrimination, the complaint will be forwarded to the Title IX Coordinator and dealt with under the Sexual Misconduct policy.

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

Harassment Complaints

The Complainant shall inform the Dean of Student Life and Student Success, or designee, of the alleged harassment in writing, within 15 working days of the day the Complainant became aware of, or should have become aware of, the issue through the reasonable exercise of diligence. In no instance may this be later than 180 days from the date of the alleged harassment. As an exception, there is no time limit placed on making a complaint of Title IX sex or gender-based harassment or misconduct. However, Complainant is strongly encouraged to report instances of sexual harassment and misconduct as close to the date of occurrence as possible.

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

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

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

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

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

Retaliation

Iowa Western Community College seeks to foster an environment in which all students feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, IWCC also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy. All allegations of retaliation will be swiftly and thoroughly investigated. If the College determines that retaliation has occurred, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

Any student who believes that he or she has been harassed or retaliated against in violation of this policy should immediately report such incidents to the Dean of Student Life and Student Success at 712-325-3207.

STUDENT CODE OF CONDUCT, DISCIPLINE AND APPEALS PROCEDURE

A. Statement of General Expectations

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

B. Institutional Regulations

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

C. Jurisdiction of the IWCC Student Conduct Policy

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

D. Student Responsibilities and Rights

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

IWCC does not discriminate against students by virtue of their race, color, creed, religion, national or ethnic origin, ancestry, genetic information, physical or mental disability, age, sex, sexual orientation, gender identity or expression, pregnancy, marital status, veteran status, AIDS/HIV status, citizenship, or medical condition, as those terms are defined under applicable laws

E. Student Code of Conduct

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

1. Academic Dishonesty:

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

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

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

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

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

2. Electronic Resources Acceptable Use Policy:

The College's general policies and codes of conduct apply to the electronic environment just as they apply in all other College settings. This Acceptable Use Policy (AUP) supplements these existing standards by describing the special rights and responsibilities that attach to use of the College's Electronic Resources. Each individual who obtains a network account or uses the computers and network resources made available by IWCC, must understand that they are accountable for the policies set forth in this document. In addition, users assume responsibility for:

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

2.1 Computer Conduct

Iowa Western Community College's computer facilities and services are offered in support of teaching, learning and research. Access to the computer systems and networks owned and operated by IWCC imposes certain responsibilities upon users, in accordance with college policy and local, state and federal law. Users accept the responsibility for utilizing services in ways that are ethical, that demonstrate academic integrity and respect for others who share this resource. This policy is established in an effort to help users understand what is expected of them. It sets guidelines regarding the issues of privacy and respect for property, ownership of data, system security, and misuse of the system. The following constitute violations of the computer conduct policy:

1. Intentionally disrupting access of other students, faculty, or staff members to college computer and other technological resources.
2. Knowingly obtaining without authorization access to a computer account assigned to another person.
3. Knowingly using an account belonging to another student, faculty, staff, department, or organization for other than its intended purpose without permission from the owner.
4. Intentionally using any unauthorized account.
5. Using college computer equipment to interfere with the lawful rights of others by such activities as falsifying or altering records, creating fraudulent documents, damaging programs belonging to another, sending harassing or threatening material, or duplicating copyrighted software unlawfully.
6. Using computer or network services for commercial purposes.
7. Excessive game playing which impairs the academic work of other students.
8. Excessive WEB surfing not related to college course work and/or assignments.
9. Sending excessive email or messages locally or over the network such as chain letters, advertisements or solicitations.
10. Knowingly installing or running a program that will damage or place an undue burden on the system.
11. Knowingly acting in a manner that will disrupt normal operations of computers of the network.
12. Using computer or network services in a way that violates copyrights, patent protections or license agreements.
13. Unauthorized copying of any software (including operating systems, programs, applications, databases, or code) which is licensed or protected by copyright.
14. Gaining unauthorized access to information that is private or protected, or attempting to do so.
15. Running programs that attempt to identify passwords or codes.
16. Interrupting programs that protect data or secure systems, or attempting to do so.
17. Monitoring or tampering with another person's email.
18. Reading, copying, changing or deleting another person's work.
19. Using another person's password, or allowing others to use yours.

20. Attempting to gain network privileges to which you are not entitled.
21. Using outside software programs in any lab or office. This includes, but is not limited to programs known as computer viruses, Trojan Horses, worms and personal software from home.
22. Personally installing hardware or software on any computer.
23. Changing computer CMOS settings.
24. Using a computer that would in any way be disruptive to the academic environment.
25. Removing computer equipment, software, or peripherals that are owned by Iowa Western Community College.
26. Food, beverage and tobacco products.
27. Using the computer or computer systems to engage in the following forms of prohibited communication:
 - Obscene, lewd, or sexually harassing images or text
 - Defamation
 - Advocacy directed to incite or produce lawless action
 - Threats of violence
 - harassment based on sex, race, disability, or any other protected status
 - Anonymous or repeated messages designed to annoy, abuse or torment

2.2 Copyright and other Intellectual Property

Users must respect intellectual property rights, including copyrights, in all use of College Electronic Resources. All use of content, including **text, images, music, and video** retrieved from Electronic Resources or stores, transmitted or maintained using Electronic Resources, must comply with copy right and other applicable laws. Downloading/sharing copyrighted music/movies is strictly prohibited. Copied material, used legally, must be given acknowledgment in conformance with applicable legal and professional standards.

2.3 Authority

The information Technology Center may access user's files for maintenance of networks, computers, and storage systems. In all cases, individual's rights to privacy will be respected to the greatest degree possible. ITC staff may also routinely monitor and log usage data, such as network connection times, CPU and disk utilization for each user, security audit trails, and network loading. Data collected may be reviewed and further investigated should evidence of violation policy or law occur. If necessary, ITC staff may monitor the activities and files of specific users on their computers and networks.

Any student who violates the policies set forth in this document is subject to disciplinary action. All violators may be subject to arrest according to local, state, and federal law.

3. Discrimination and Harassment:

Engaging in behavior which is discriminatory of race, color, creed, religion, national or ethnic origin, ancestry, genetic information, physical or mental disability, age, sex, sexual orientation, gender identity or expression, pregnancy, marital status, veteran status, AIDS/HIV status, citizenship, or medical condition, as those terms are defined under applicable laws, will not be tolerated.

Behavior may take the form of name calling, taunting, undesired statements regarding the person, graffiti, or other outward actions which are interpreted as discriminating to others. Behavior of this nature will not be tolerated and will be dealt with in accordance with the Discrimination Complaint Procedure.

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

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

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

1. Being present at a gathering where alcohol or other controlled substances are present or being consumed.
2. Being present in an area containing full or empty alcohol containers or drug paraphernalia.
3. Being under the influence of alcohol or another controlled substance in class, on campus, or at an off-campus college sponsored activity.

4. Manufacturing, processing, selling, providing, using, or possessing any narcotic drug, marijuana, or other illegal controlled substance, and/or drug related paraphernalia on College property.

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

5. Other Conduct Subject to Sanctions:

1. Acting or failing to act in a manner which causes concern for the health and safety of oneself or others. Assaulting, threatening, verbally or physically abusing, bullying, or endangering in any other manner, including inaction, the health or safety of 1) a college student, staff, or faculty member; or, 2) any person on the campus or at a college-sponsored or supervised activity or event.
2. Misusing or misappropriating College property or private property on campus or at off-campus college activities, including, but not limited to: theft or attempted theft; burglary; possession of stolen property; and willful destruction, damage, defacement, or mutilation of property belonging to, or in the custody of, the College or member of the college community.
3. Using or possessing weapons, firearms, BB guns, tazers, knives, ammunition, explosives, fireworks, or simulations of any such items (devices that appear to be real such as a realistic toy, replica, paint-ball gun, air soft gun, etc.) and other dangerous articles within College buildings, on campus (including parking lots), or at college-sponsored or supervised functions. A weapon may also include an object designed for use or used in a manner to inflict harm or threaten harm to a human being or animal.
4. Intentionally initiating a false alarm of a fire, bomb threat, or other catastrophe by reporting one or by tampering with the alarm system or safety equipment.
5. Engaging in the intentional setting of fires or explosions within College buildings or on the campus without proper authority.
6. Threatening to place or attempting to place any incendiary or explosive device or material in or about the College premises or at the site of a college-sponsored activity.
7. Willfully failing to identify oneself by name and/or comply with a proper order of any faculty member or other College official, including employed security personnel, properly identified (by stating his or her name and title if requested by a student) and acting within the scope of his or her authority.
8. Intentionally disrupting the orderly process of the College or intentionally obstructing or defying access to services or facilities by those entitled to use such services or facilities. Intentionally interfering with the lawful rights of other persons on the campus. Inciting others to do any of the above.
9. Operating a motor vehicle recklessly so as to pose a threat to the safety of others or to property, on campus, or at college-sponsored activities off campus and failing to abide by the Iowa Western Community College Traffic and Parking Regulations may result in losing parking privileges on campus. (See the Iowa Western Community College Traffic and Parking Regulations. These regulations can be viewed on ROC or hard copies are available at the Campus Security office and ITC. It is the student's responsibility to read and comply with the Iowa Western Community College Traffic and Parking Regulations.)
10. Making a disruptive noise in the vicinity of the College or at college-sponsored activities which disrupts the orderly, efficient, and disciplined atmosphere of the college or college-sponsored activity.
11. Engaging in willful misrepresentation of any material fact to faculty, college staff, or others about one's status, academic performance within the College, or of the support, sponsorship, or approval by the College of the services or activities of any person, group, or organization.
12. Falsifying any document used to conduct academic, employment, housing, or other business of the College, or making false statements to College employees acting within the scope of their employment. This includes, but is not limited to, falsely reporting hours of employment, forging a signature, falsely reporting an incident, or in any other manner reporting false information to any college office or employee.
13. Engaging in forgery, alteration, or misuse of any college records or documents, college keys or keycards, or student or staff identification cards.
14. Communicating any confidential information gained through student employment.
15. Any other willful or intentional inappropriate conduct for which the College can demonstrate a clear and distinct interest as an academic institution and which seriously threatens, 1) any

educational process, operation, or other function of the College or, 2) the health or safety of any member of the academic community.

16. Disorderly, lewd, indecent, or obscene conduct.
17. Violation of IWCC Residence Life and Student Housing rules, guidelines, policies, and procedures.
18. Retaliating against anyone who reports or assists in making a complaint to the College regarding harassment or alleged policy violations.

6. Disciplinary Procedures:

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

6.1 Notice to Appear:

- A student may be ordered to appear before a Department Head, Coordinator, Director, Dean, Vice President, or designee, in connection with an alleged violation, by a written notice from the appropriate Vice President, or designee. An email sent to a student's Iowa Western email account can serve as written notice.
- The notice shall direct the student to appear at a specified time and place not less than twenty-four hours after the date and time of written notice. The notice shall briefly describe the alleged violation.
- Failure to comply with a Notice to Appear constitutes a violation of the Student Code of Conduct and may result in additional disciplinary sanctions. If the student has not contacted the Vice President, or designee, and/or does not appear at the hearing, the Vice President, or designee, may make a decision of responsibility or non-responsibility and the sanction.

6.2 Informal Hearing:

When the student appears before a Department Head, Coordinator, Director, Dean, Vice President, or designee, they shall advise the student of their rights as set forth in this code.

After completing discussion and investigation of the charge, the designated college official shall provide the student with a written statement within five (5) full college class days from meeting date, which states the following:

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

6.3 Interim Suspension:

The Vice President of Student Services, Vice President of Academic Affairs, or designees, shall have the authority to immediately and summarily suspend any student, when in the opinion of any of these officials, 1) such student is alleged to have violated any provision of the Student Code of Conduct and 2) whose presence poses a continuing danger to persons and/or property, and/or who is an ongoing threat of disrupting the academic process, is subject to an immediate temporary suspension from a class, a specific number of classes, a program, classes that take place in a specific physical location, an activity, athletic participation, housing and Residence Life, or the College. A temporary suspension shall be followed by appropriate notice and an informal hearing before the appropriate Vice President/Dean as soon as possible. Depending upon the circumstances, the temporary suspension may be continued until the completion of these procedures. Please note, the Interim Suspension Policy, includes eviction from a housing facility.

6.4 Disciplinary Removal:

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

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

6.5 Appeal Procedures:

A student who receives a sanction under the Student Code of Conduct may request, in writing, to the Vice President of Student Services or Vice President of Academic Affairs, or designee, within three (3) full college class days, that the charge be pursued through an appeal. The Vice President of Student Services or Vice President of Academic Affairs, or designee, will then be assigned and serve as appeals officer. The student's written request should include a full description of the reason(s) for the appeal and all pertinent information the student wishes to present to support the appeal, as the appealing student is not guaranteed an in-person meeting with the appeals officer. The appeals officer shall initiate a review of the appeal within three (3) full college class days from receiving the request. Within five (5) full college class days after the investigation, the appeals officer may either:

- Dismiss the allegation as unfounded.
- Modify the sanction given.
- Agree with the sanction imposed.
- Request a formal Judicial Review Board hearing for disposition of the charge.

The appeals officer will determine if the following constitute reason for a Judicial Review Board hearing:

- The student's due process rights were substantially violated in the hearing process.
- There was not substantial evidence to support the decisions reached.
- There is new material evidence that could not have been discovered at the time of the hearing.
- The sanctions imposed were too severe or not appropriate for the violation.
- The appeals officer is unable to come to a decision regarding the appeal and desires a rehearing to ensure a fair and complete process.

(Traffic and parking sanctions may only be appealed through the Parking Violation Appeal Process. See the IWCC and Parking Regulations for information regarding the Traffic and Parking Violation Appeal Process.)

6.6 Judicial Review Board:

The Judicial Review Board shall hear and receive evidence to determine whether a violation of student regulations has occurred and determine an appropriate sanction. The Judicial Review Board, appointed by the President, includes three (3) student representatives, two (2) student alternates, three (3) faculty/staff members and two (2) campus student services professionals. A quorum shall consist of four (4) or more members of which two (2) must be students.

The notice of hearing shall be sent by certified mail or delivered personally to the student. The Chairperson of the Judicial Review Board and the Vice President of Student Services, or designees, shall set the time and place for the Review Board's hearing, the notice of which will be included in the "Notice of Charge," with a copy to the charging party.

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

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

Judicial Review Board - Rights at Hearing:

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

Judicial Review Board Appeal:

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

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

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

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

6.8 **Sanctions**

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

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

7. **Disciplinary Records**

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

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

OTHER INFORMATION

ANNOUNCEMENT OF COLLEGE CLOSING

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

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

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

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

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