

# Student Handbook



## **Welcome from the President**

The Chinese have a saying, "If you are planning for a year, sow rice; if you are planning for a decade, plant trees; if you are planning for a lifetime, educate people." Your education matters because it impacts the future for you, your family and your community.

My colleagues and I are very glad that you have chosen Northeast Iowa Community College (NICC) to continue your education. We are committed to helping you prepare for and pursue career opportunities.

When you chose NICC you became a student citizen with rights, privileges and responsibilities. This handbook is a resource for you to understand the expectations we have of you as a member of the NICC community, and the services and opportunities available to you as an NICC student.

We encourage you to make the most of your education by becoming an active member of the College and take advantage of the many opportunities for student leadership, service learning and recreation. Your interactions with faculty, staff and fellow students will greatly enhance your college experience.

Finally, we believe you can go as far as your academic plan and commitment will carry you. All of us at the College are here to partner with you to reach your goals.

Liang Chee Wee, Ph.D.  
President

## **Mission Statement**

Northeast Iowa Community College provides accessible, affordable, quality education and training to meet the needs of our communities.

## **Vision Statement**

The Northeast Iowa Community College educational community will live the values of service, respect, innovation, stewardship and integrity within a culture of continuous improvement.

**SERVICE:** Dedication to meet the ever-changing educational needs of our stakeholders

**RESPECT:** Recognition of individual dignity by promoting trust and cooperation

**INNOVATION:** An open climate fostering collaboration, improvement and the advancement of ideas

**STEWARDSHIP:** Responsible management that sustains resources for the common good

**INTEGRITY:** Policies, practices and actions reflecting responsible citizenship

## Contents

Welcome from the President .....	1
Mission Statement.....	1
Vision Statement.....	1
Academic Calendar .....	8
CAMPUS TECHNOLOGY .....	9
MyCampus (Student Portal) .....	9
Access to College Computers .....	9
College Communications .....	9
Computer Systems Acceptable Use Policy .....	9
Guiding Principles for the Use of All College Resources.....	10
Responsibilities of Users of College Computing Resources.....	10
Administration and Implementation .....	11
Copyright Infringement .....	12
Information Table for Computer Technology Required for Success in Online and Hybrid Courses .....	12
CAMPUS RESOURCES .....	14
Bookstore.....	14
Cafeteria .....	14
Campus and Service Locations .....	14
Career Services .....	15
NICC Career Hub.....	15
Child Development Center .....	15
Counseling .....	15
Disability Services .....	16
Housing .....	16
Learning and Writing Centers .....	16
Library .....	16
Parking .....	17
Student Concerns .....	17
Student Identification Card .....	17
Student Health/Insurance.....	17
Student Life .....	18
Athletics .....	18
Clubs, Professional Associations and Honor Societies.....	18
Fitness Facilities .....	18
Intramurals .....	19

TRIO-Student Support Services .....	19
FINANCIAL INFORMATION.....	19
Tuition and Fees .....	19
Tuition Payment Plan .....	19
Offset Program .....	20
Tuition and Course Fee Refund/Adjustment.....	20
Indebtedness Policy .....	20
Financial Aid.....	20
Financial Aid Eligibility .....	20
Types of Financial Aid .....	20
Work-Study Program .....	21
Scholarships.....	22
Other Sponsorships/Assistance .....	22
Federal and State Financial Aid Process .....	23
Financial Aid Eligibility Notes.....	24
Financial Aid Lock Date .....	24
Financial Aid Disbursement.....	24
Satisfactory Academic Progress Process (SAP).....	25
Satisfactory Academic Progress (SAP) Appeal Process.....	27
Withdrawing from College .....	28
Return of Title IV Funds .....	28
Code of Conduct for Educational Loans .....	30
Validity of High School Diploma Policy and Procedure .....	31
Repeated Coursework Policy .....	31
Grievances, Complaints and Concerns.....	32
ACADEMIC INFORMATION .....	32
4 Common Learning Outcomes .....	32
Academic Advising.....	32
Attendance.....	33
Change of Academic Program.....	33
Change in Enrollment Status .....	33
Course Change/Course Section Change .....	33
Course Withdrawal/Withdrawal from the College .....	33
Administrative Withdrawal.....	34
Medical Withdrawal from the College .....	34

Military Absence.....	34
Classroom Visits and Field Trips.....	35
Course Delivery Formats .....	35
Course Load.....	36
Course Registration.....	36
Credit for Prior Learning (CPL) Assessment .....	36
General Guidelines.....	36
Course Transfers .....	37
Articulation of High School Courses .....	37
Credit for NICC Non-credit Course Completion .....	37
Credit for Learning from Business, Industry & Training Entities .....	38
National Recognized Proficiency Examinations .....	38
Course Examinations Designed by NICC faculty .....	38
Credit for Military Experience.....	39
Credit for Life Experience (Portfolio/Skills Assessment) .....	39
Dean’s List .....	39
Dishonesty and Cheating .....	39
Family Education Rights and Privacy Act (FERPA).....	40
Fraudulent Academic Credentials .....	41
Grading System .....	41
Grade and Cumulative Grade Point Average .....	42
Grading Policies.....	42
Incomplete Grading Policy .....	42
Non-credit (Audit) Policy .....	43
Course Final Grade Appeal Process .....	43
New Start Policy.....	44
Placement and Course Prerequisites .....	44
Policy on Student Names.....	45
Repeating Courses .....	45
Residency Status .....	45
Standards of Academic Progress.....	46
Standards for Healthcare Career Programs .....	46
Minimum Grade Requirements for Health Occupations.....	46
Students Called to Active Duty .....	46
Student Record Retention Policy .....	46

Transfer of Credits .....	46
Transcripts .....	47
GRADUATION INFORMATION .....	47
Application for Graduation.....	47
Commencement.....	47
Graduation Requirements .....	48
Reissue of Diploma .....	48
Student Rights and Responsibilities .....	48
Campus Emergencies .....	48
Medical Emergencies .....	49
Simple Injuries .....	49
Campus Closing.....	49
Campus Security.....	49
Campus Visitor Conduct .....	49
Clery Act Annual Security Report.....	49
Hostile Person/Intruder on Campus Notification and Procedure .....	50
Reporting Crimes .....	50
Security Procedures .....	50
Service Animals on College Property .....	50
Visitors with Minor Children.....	51
Campus Sexual Violence Elimination (Save) Act and Women Against Violence Act (VAWA).....	51
Education and Awareness.....	51
Sexual Respect and Title IX .....	51
Communicable Disease Responsibility .....	52
Consumer Information .....	52
Illegal Drugs and Misuse of Alcohol .....	53
Sex Offender Notification Policy .....	53
Statement of Non-Discrimination .....	53
Tobacco Free Environment.....	54
Student Conduct Code and Procedures .....	54
Civility Statement .....	54
Student Conduct.....	54
Student Conduct Code Violations .....	56
Violations of the law .....	58
Overview of Conduct Process .....	58

Formal Student Conduct Procedures ..... 59  
Student Conduct Educational Conference ..... 60  
Appeal Process..... 64  
Student Conduct Record Retention..... 65

Contact the appropriate campus location listed for assistance. Many College resources are available district-wide, but list a specific location as the primary point of contact.

## ACADEMIC ADVISING

Calmar . . . . . ext. 376

Peosta . . . . . ext. 294

## ADMINISTRATION

President . . . . . Calmar, ext. 201, 145

Associate VP of Operations . . . . . Calmar, ext. 337, 261  
. . . . . Peosta, ext. 202

VP Learn. and Student Success . . . . . Peosta, ext. 135, 464

VP Bus. and Com. Solutions. . . . . Calmar, ext. 221, 312

VP Finance and Admin. . . . . Calmar, ext. 202, 216

### Admissions

Calmar . . . . . ext. 376, 234

Peosta . . . . . ext. 221, 259

### Adult Literacy

District . . . . . 888.642.2338, ext. 105

### Bookstore

Calmar . . . . . ext. 238

Peosta . . . . . ext. 206

### Business and Community Solutions

Calmar . . . . . ext. 399

Dubuque. . . . . 563.557.8271, ext. 380

### Business Services/Tuition Payment

Calmar . . . . . ext. 204

Peosta . . . . . ext. 202

### Career Services

Calmar . . . . . ext. 452

Peosta . . . . . ext. 297

### Child Development Center

Calmar . . . . . ext. 451

Peosta . . . . . ext. 422, 245

### Community Resources

#### Auto Repair Services

Calmar . . . . . ext. 245, 246, 344

#### Cosmetology Services

Calmar . . . . . ext. 274

### Computer Information Services

District . . . . . ext. 555

### Counseling/Personal

Calmar . . . . . ext. 263

Peosta . . . . . ext. 215

### Deans

#### Dean of Liberal Arts, Science and Business

Calmar Campus . . . . . Jeffrey Murphy

. . . . . ext. 235, 273

#### Dean of Allied Health

District Wide . . . . . Laura Menke

. . . . . Peosta, ext. 498, 154

#### Dean of Career and Technical Programs

District . . . . . Chris Carlson

. . . . . Calmar, ext. 242

. . . . . Peosta, ext. 168

#### Dean of Student Development

District Wide . . . . . Christine Woodson

. . . . . Calmar, ext. 263

#### Dean of Nursing

District Wide . . . . . Sue Schneider

. . . . . Peosta, ext. 209, 204

### Disability Services

Calmar . . . . . ext. 258

Peosta . . . . . ext. 280

### Online and Blended Learning

District . . . . . Calmar, ext. 374

### Financial Aid

Calmar . . . . . ext. 230, 236

Peosta . . . . . ext. 220, 219

### Foundation

Calmar . . . . . ext. 474

Peosta . . . . . ext. 203

### Learning/Writing Center

Calmar . . . . . ext. 394

Peosta . . . . . ext. 331

Dubuque. . . . . 563.557.8271, ext. 132

### High School Partnerships

District . . . . . Peosta, ext. 389, 320

### Human Resources

District . . . . . Calmar, ext. 402

### Library

Calmar . . . . . ext. 395

Peosta . . . . . ext. 224

### Registrar

District . . . . . Calmar, ext. 233

### Student Life

Calmar . . . . . ext. 237

Peosta . . . . . ext. 230

### Testing Center

Calmar . . . . . ext. 311

Peosta . . . . . ext. 226

### TRIO - Student Support Services

Peosta . . . . . ext. 408

## ONLINE RESOURCES

[mycampus.nicc.edu](http://mycampus.nicc.edu)

[www.nicc.edu/careerservices](http://www.nicc.edu/careerservices)

[www.nicc.edu/childcare](http://www.nicc.edu/childcare)

[www.nicc.edu/collegeprograms](http://www.nicc.edu/collegeprograms)

[www.nicc.edu/courses](http://www.nicc.edu/courses)

[www.nicc.edu/highschool](http://www.nicc.edu/highschool)

[www.nicc.edu/iNdex](http://www.nicc.edu/iNdex)

[www.nicc.edu/library](http://www.nicc.edu/library)

[www.nicc.edu/online](http://www.nicc.edu/online)

[www.nicc.edu/solutions](http://www.nicc.edu/solutions)

[www.nicc.edu/campusmaps](http://www.nicc.edu/campusmaps)

[www.nicc.edu/academicadvising](http://www.nicc.edu/academicadvising)

[www.nicc.edu/transcripts](http://www.nicc.edu/transcripts)

[www.nicc.edu/graduation](http://www.nicc.edu/graduation)

[www.nicc.edu/financialaid](http://www.nicc.edu/financialaid)

[www.nicc.edu/catalog](http://www.nicc.edu/catalog)

[www.nicc.edu/trn100](http://www.nicc.edu/trn100)

[www.nicc.edu/courseplacement](http://www.nicc.edu/courseplacement)

## QUICK CONTACTS

Calmar Campus: 800.728.2256 Peosta Campus:  
800.728.7367



# 2018-2019 ACADEMIC CALENDAR

## REGISTRATION DATES

Oct. 22 .....Continuing Student Registration  
Spring and Summer 2019

Nov. 5 .....New Student Registration  
Spring and Summer 2019

April 1 .....Continuing Student Registration  
Fall 2019

April 8.....New Student Registration  
Fall 2019

## FALL SEMESTER 2018

Aug. 22 .....Fall 2018 Semester Begins

Sept. 3 .....Labor Day  
No Classes, Offices Closed

Oct. 15 .....Faculty Development, No Classes

Oct. 26 .....Fall 2018 Graduation  
Applications Due

Nov. 15 .....\*Last Day to Withdraw from  
Regular Semester Courses

Nov. 21-25 .....Thanksgiving Holiday  
No Classes

Dec. 18 .....Fall 2018 Semester Ends

Dec. 22 - Jan. 1 .....Offices Closed

## SPRING SEMESTER 2019

Jan. 14 .....Spring 2019 Semester Begins

March 9-17 .....Spring Break  
No Classes, Offices Open

March 15.....Spring/Summer 2019  
Graduation Applications Due

April 12 .....\*Last Day to Withdraw from  
Regular Semester Courses

April 18-22 .....No Classes  
Offices Closed

May 15.....Spring 2019 Semester Ends

May 16 ..... Calmar Graduation

May 17.....Peosta Graduation

## SUMMER SEMESTER 2019

May 21 .....Summer 2019 Semester Begins

May 27 ..... Memorial Day  
No Classes, Offices Closed

July 4.....No Classes, Offices Closed

July 5.....No Classes, Offices Open

July 25 .....\*Last Day to Withdraw from  
Regular Semester Courses

Aug. 15.....Last Day of Summer Semester

<p><b>August 2018</b></p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </tbody> </table>	S	M	T	W	T	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		<p><b>September 2018</b></p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23/30</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> </tbody> </table>	S	M	T	W	T	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23/30	24	25	26	27	28	29
S	M	T	W	T	F	S																																																																															
			1	2	3	4																																																																															
5	6	7	8	9	10	11																																																																															
12	13	14	15	16	17	18																																																																															
19	20	21	22	23	24	25																																																																															
26	27	28	29	30	31																																																																																
S	M	T	W	T	F	S																																																																															
						1																																																																															
2	3	4	5	6	7	8																																																																															
9	10	11	12	13	14	15																																																																															
16	17	18	19	20	21	22																																																																															
23/30	24	25	26	27	28	29																																																																															
<p><b>October 2018</b></p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	T	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				<p><b>November 2018</b></p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr> </tbody> </table>	S	M	T	W	T	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
S	M	T	W	T	F	S																																																																															
	1	2	3	4	5	6																																																																															
7	8	9	10	11	12	13																																																																															
14	15	16	17	18	19	20																																																																															
21	22	23	24	25	26	27																																																																															
28	29	30	31																																																																																		
S	M	T	W	T	F	S																																																																															
				1	2	3																																																																															
4	5	6	7	8	9	10																																																																															
11	12	13	14	15	16	17																																																																															
18	19	20	21	22	23	24																																																																															
25	26	27	28	29	30																																																																																
<p><b>December 2018</b></p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23/30</td><td>24/31</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> </tbody> </table>	S	M	T	W	T	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23/30	24/31	25	26	27	28	29	<p><b>January 2019</b></p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	T	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
S	M	T	W	T	F	S																																																																															
						1																																																																															
2	3	4	5	6	7	8																																																																															
9	10	11	12	13	14	15																																																																															
16	17	18	19	20	21	22																																																																															
23/30	24/31	25	26	27	28	29																																																																															
S	M	T	W	T	F	S																																																																															
		1	2	3	4	5																																																																															
6	7	8	9	10	11	12																																																																															
13	14	15	16	17	18	19																																																																															
20	21	22	23	24	25	26																																																																															
27	28	29	30	31																																																																																	
<p><b>February 2019</b></p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	T	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28			<p><b>March 2019</b></p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24/31</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </tbody> </table>	S	M	T	W	T	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24/31	25	26	27	28	29	30
S	M	T	W	T	F	S																																																																															
					1	2																																																																															
3	4	5	6	7	8	9																																																																															
10	11	12	13	14	15	16																																																																															
17	18	19	20	21	22	23																																																																															
24	25	26	27	28																																																																																	
S	M	T	W	T	F	S																																																																															
					1	2																																																																															
3	4	5	6	7	8	9																																																																															
10	11	12	13	14	15	16																																																																															
17	18	19	20	21	22	23																																																																															
24/31	25	26	27	28	29	30																																																																															
<p><b>April 2019</b></p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	T	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					<p><b>May 2019</b></p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </tbody> </table>	S	M	T	W	T	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
S	M	T	W	T	F	S																																																																															
	1	2	3	4	5	6																																																																															
7	8	9	10	11	12	13																																																																															
14	15	16	17	18	19	20																																																																															
21	22	23	24	25	26	27																																																																															
28	29	30																																																																																			
S	M	T	W	T	F	S																																																																															
			1	2	3	4																																																																															
5	6	7	8	9	10	11																																																																															
12	13	14	15	16	17	18																																																																															
19	20	21	22	23	24	25																																																																															
26	27	28	29	30	31																																																																																
<p><b>June 2019</b></p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23/30</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> </tbody> </table>	S	M	T	W	T	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23/30	24	25	26	27	28	29	<p><b>July 2019</b></p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	T	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
S	M	T	W	T	F	S																																																																															
						1																																																																															
2	3	4	5	6	7	8																																																																															
9	10	11	12	13	14	15																																																																															
16	17	18	19	20	21	22																																																																															
23/30	24	25	26	27	28	29																																																																															
S	M	T	W	T	F	S																																																																															
	1	2	3	4	5	6																																																																															
7	8	9	10	11	12	13																																																																															
14	15	16	17	18	19	20																																																																															
21	22	23	24	25	26	27																																																																															
28	29	30	31																																																																																		

\*Withdraw dates are for classes scheduled for the full semester. Classes shorter in length or having a different timetable may have different deadlines for withdrawals. Consult the Registrar's Office for specific dates.

# CAMPUS TECHNOLOGY

## MyCampus (Student Portal)

MyCampus, is the College's portal where students can find all their important student information. This includes but is not limited to College Gmail, the Brightspace Learning Management system for online and other courses, announcements, calendars and other essential information. Registration, financial aid award information, tuition bill and rates, and grades are also accessible within MyCampus, Self Service for Students. Students can find what they are looking for in MyCampus by simply typing in a keyword in the search bar and all related tasks will display in the results.

## Access to College Computers

Log in to College public computers, located throughout the buildings, as follows. No password is required.

**Calmar, Waukon, Cresco, Oelwein:** cstudent

**Peosta, Manchester:** pstudent

**Dubuque:** dstudent

## College Communications

The College will communicate with accepted and enrolled students in a variety of methods. It is the College's policy that electronic mail (email) be an official communication mechanism with students. Students have a right to accurate and timely information regarding matters affecting their education. Students should expect to receive information regarding academic records, financial aid, billing, advising registration and other college information via the College sponsored email system. All students are assigned an official NICC email address (username@nicc.edu) and all electronic mail from the College is sent to this address. Students may forward their NICC email account to a personal mobile device if desired. Directions are provided through the Helpdesk. Along with other forms of communication, students are responsible for receiving, reading, complying with and responding to official email communications from the College. A student's failure to receive or read in a timely manner communications sent to the student's college email address does not absolve the student from knowing and complying with the content of the communication. In recognition that certain communications may be time-critical, students are expected to review their College email address on a frequent and consistent basis in order to stay current with College communications.

## Computer Systems Acceptable Use Policy

This policy is designed to guide students, faculty and staff in the acceptable use of computer and information systems and networks provided by the College. The policy is the application of the following College principles that are at the core of the Northeast Iowa Community College identity:

- respect and regard for every person
- wise use of public resources
- academic freedom

Ethical and legal standards that apply to information technology resources derive directly from standards of common sense and common courtesy that apply to the use of any shared resource. The campus computing community depends first upon the spirit of mutual respect and cooperation that has been fostered at NICC to resolve differences and ameliorate problems that arise from time to time.

These guidelines are published in that spirit. Their purpose is to specify user responsibilities in accordance with the Proper Use Policy and to promote the ethical, legal and secure use of computing resources for the protection of all members of the

College computing community. The College extends membership in this community to its students and employees with the stipulation that they be good citizens and they contribute to creating and maintaining an open community of responsible users.

### **Guiding Principles for the Use of All College Resources**

**Purpose of College Computing Resources:** Northeast Iowa Community College (NICC) computing facilities exist to provide computing services to the College community in support of instructional, research and College business. The guidelines are intended to improve the computing services offered and provide these services in a cost-effective manner.

**Academic Freedom:** Consistent with other College policies, this policy is intended to respect the rights and obligations of academic freedom. As with all College resources, the NICC community is encouraged to make innovative and creative use of information technologies in support of education and College services. Access to information representing a multitude of views on all issues should be allowed for the interest, information and enlightenment of the NICC community.

**Copyright and Non-discrimination:** The College policy recognizes that the purpose of copyright is to protect the rights of the creators of intellectual property and to prevent the unauthorized use or sale of works available in the private sector. Also consistent with other College policies, an individual's right of access to computer materials should not be denied or abridged because of race, creed, color, age, national origin, gender, sexual orientation or disability.

**Cautionary statement:** The College cannot protect individuals against the existence or receipt of material that may be offensive to them. Those who make use of electronic communications are warned that they may come across or be recipients of material they find offensive. Those who use email and/or make information about themselves available on the Internet should be forewarned that the College cannot protect them from invasions of privacy and other possible dangers that could result from the individual's distribution of personal information.

**Consideration for others:** The computing and network facilities of the College are limited and should be used wisely and carefully with consideration for the needs of others and the public nature of the College. Computers and network systems offer powerful tools for communications among members of the community and of communities outside the College. When used appropriately, these tools can enhance dialog and communications. When used inappropriately, however, these tools can infringe on the beliefs or rights of others, or the public purpose for which they were created.

### **Responsibilities of Users of College Computing Resources**

The following examples, though not covering every situation, specify some of the responsibilities that accompany computer use at the College and/or on networks to which it is connected. Use of College computer facilities implies consent with these policies.

1. Access to computing resources shall be authorized at a level to perform the educational or job function required by an individual.
2. NICC computing and network resources are to be used for College-related communication, instruction, services, enrichment, dissemination of academic information and administrative activities.
3. Users are expected to respect the rights of other users; for example, users shall not engage in private or public behavior that creates an intimidating, hostile or offensive environment for other users. Users shall not intentionally develop or use programs that harass other users, infiltrate a computer or system and/or damage or alter the hardware or software components of a computer or system.
4. Users may not encroach on others' use of computer resources. Such activities would include, tying up computer resources for game playing or other trivial applications; sending frivolous or excessive messages, including chain letters, junk mail or unsolicited advertising or other types of broadcast messages, locally or over the Internet; and intentionally introducing any computer viruses or other rogue programs to the NICC system causing physical or functional damage to systems. To respect the shared nature of the computing resources, users shall not engage in deliberately wasteful practices such as printing large amounts of unnecessary documents.
5. Users are responsible for using software and electronic materials in accordance with copyright and licensing restrictions and applicable College policies. NICC equipment and software may not be used to violate copyright or the terms of any license agreement.

6. Users may not attempt to modify or crash the College system or network facilities. Users may not attempt to break into the accounts of other users at NICC or on the Internet.
7. Students and guests may not install software on any College computer. Faculty and staff may not install software on the College network or its computers. Installations on the network and its computers are the responsibility of NICC Computer Information Systems.
8. Users of the network may not connect non-NICC hardware to the network without prior written approval from Computer Information Systems personnel.
9. User privileges on College computers are set to not allow hardware installation. Limited support for personal devices (such as USB mass storage devices) is built into the operating system and/or the system image. Since the combination of different types of personal devices and hardware ports is virtually unlimited, only specific brands and models of some devices may be attached to NICC computers. Information about these devices is available from Computer Information Systems.
10. College computing facilities are a public resource and may not be used for personal profit.
11. Users must remember that information distributed through the College's networking facilities is a form of publishing. For example, anything generated at NICC that is available on the Internet represents the College and not just an individual. Even with disclaimers, the College is represented by its students, faculty and staff and appropriate language, behavior and style is warranted.
12. NICC does not agree to unconditionally deliver all mail addressed to its users. All inbound email destined for staff and student email accounts is subject to automated filtering. The goal of this filtering is to prevent dissemination of spam – both pornographic and non-pornographic mass mailing – which clogs email systems. Filtering is performed automatically by a computer acting on rules set up to detect spam. It is therefore possible that some mail bound for NICC users will be rejected even if it does not qualify as spam, if it comes from a mail server known to be used by spammers.

### **Administration and Implementation**

Communication and projects carried on by staff through College resources are assumed to be business and professional matters. The College respects users' confidentiality and privacy. However, the College reserves the right to examine all computer files if it becomes necessary for significant reasons such as the following:

- to enforce its policies regarding harassment and the safety of individuals
- to prevent the posting of proprietary software or electronic copies of electronic texts or images in disregard of copyright restrictions or contractual obligations.
- to safeguard the integrity of computers, networks and data either at the College or elsewhere
- to protect the College against seriously damaging consequences

The College may restrict the use of its computers and network systems for electronic communications when faced with evidence of violation of College policies, or federal, state or local laws. The College reserves the right to limit access to its networks through College-owned or other computers, and to remove/limit access to material posted on College-owned computers.

All users are expected to conduct themselves consistent with these responsibilities and all other applicable College policies. Abuse of computing privileges will subject the user to disciplinary action, as established by the applicable operating policies and procedures of the College. When appropriate, temporary restrictive actions will be taken by system or network administrators pending further disciplinary action and the loss of computing privileges may result.

All user accounts who have not been logged in for a period of two years may have their network account removed at the discretion of the Computer Information Systems Department. This includes any and all data, files, folders, access permissions and network rights affiliated with their network account(s).

If a user partakes in a period of long-term leave (i.e. Sabbatical, Military Deployment, long-term illness, etc.) the user, the user’s supervisor or Human Resources must inform the NICC Computer Information Systems Department to eliminate the possibility of an accidental account removal.

Members of the Computer Information Systems Department have the right to possess or repossess any piece of technology within their realm of support at any time. This ensures that proper maintenance of campus technology is done in an orderly manner. This also helps the NICC Computer Information Systems department to combat technological threats on the network and its data.

NICC and users recognize that all members of the College community are bound by federal, state and local laws relating to civil rights, harassment, copyright, security and other statutes relevant to electronic media. It should be understood that this policy does not preclude enforcement under the laws and regulations of the United States of America or the State of Iowa.

### Copyright Infringement

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the web site of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their Frequently Asked Questions section at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

### Information Table for Computer Technology Required for Success in Online and Hybrid Courses

Features	Minimum Requirements	Details and Recommendations
Internet Connection	128KB modem; Broadband Preferred	A dial-up connection allows you access to the Internet, but may hinder you from accessing or viewing some essential course features. Broadband is recommended.
Operating System	Macintosh®: OSX (10.9) PC: Windows®: XP, Vista, 7, 8, 10	Recommended: latest service pack— <i>(free updates are available from Microsoft)</i>

Features	Minimum Requirements	Details and Recommendations
Browser	Internet Explorer 8; Firefox 5; Safari 5; Google Chrome (updated versions)	It is beneficial to have access to more than one browser, as web content displays differently in different browsers.
Memory	20 GB of hard disk space	Recommended: 40 GB of hard disk space
Audio/Visual	Headset with microphone and webcam required for all synchronous classes.	Headset preferred to stand-alone microphone to prohibit feedback.
RAM ( <i>Random Access Memory</i> )	1 GB	Recommended: 2 GB or higher—the more RAM, the more items you can have open at a time and the faster your computer runs.
Pop-up blocker	Any	To properly use all the features of Brightspace, you may be required to allow pop-ups from NICC *Note: Enable pop-ups. If you are unsure how to enable pop-ups, contact the Helpdesk at <a href="mailto:helpdesk@nicc.edu">helpdesk@nicc.edu</a>
Software	MAC: MS Office 2008 PC: MS Office 2007 or later Windows Media Player (Updated version) Adobe Acrobat® Reader (Updated version) Flash Player (Updated version) Java (Updated version)	Updated MS Office versions are always recommended. ( <i>Free downloads online for some of the listed software</i> ) <a href="http://nicc.onthehub.com">nicc.onthehub.com</a>
Communication	Email: NICC Gmail	Students receive a unique email account when they are accepted to the College.

# CAMPUS RESOURCES

## Bookstore

Bookstores are located on both the Calmar and Peosta campuses. In addition to selling and renting new and used textbooks, they also offer school supplies, book bags and a variety of NICC clothing, souvenirs and gift items. Textbooks for your courses can also be purchased online from our Bookstores at [www.nicc.edu/bookstore](http://www.nicc.edu/bookstore).

## Cafeteria

Cafeteria services are provided for the convenience of students. Breakfast, lunch and snacks are available on the Peosta and Calmar Campuses. Students may purchase 'Café Cash' meal plans for use in the cafeterias.

## Campus and Service Locations

The College's commitment to communities throughout northeast Iowa has produced eight service locations in Cresco, Dubuque, Manchester, Oelwein, Waukon, New Hampton and the Small Business Development Center (SBDC) in Dubuque. Each service location provides educational opportunities and services to students interested in taking classes close to home. Among the services provided are economic development, workforce development, day and evening credit and continuing education classes, high school equivalency diploma (HSED) preparation, English for Speakers of Other Languages (ESOL) classes and adult literacy and programs designed for adult learners returning to college.

*\* Not all services are available at the service locations. Contact the service location you are interested in for additional information.*

### CALMAR CAMPUS

1625 Hwy. 150 S.  
P.O. Box 400  
Calmar, IA 52132  
563.562.3263  
800.728.2256  
Fax: 563.562.3719

### PEOSTA CAMPUS

8342 NICC Drive  
Peosta, IA 52068  
563.556.5110  
800.728.7367  
Fax: 563.556.5058

### ONLINE

[www.nicc.edu/online](http://www.nicc.edu/online)  
[admissions@nicc.edu](mailto:admissions@nicc.edu)

### AMERICA'S SBDC IOWA

*Located in the Schmid Innovation Center*  
900 Jackson St., Ste. 110  
Dubuque, IA 52001  
563.588.3350

### CRESCO CENTER

1020 2nd Ave. S.E.  
Cresco, IA 52136  
563.547.3355  
Fax: 563.547.3402

### DUBUQUE CENTER

700 Main St.  
Dubuque, IA 52001  
563.557.8271, ext. 100  
Fax: 563.557.8353

### MANCHESTER CENTER

1200½ W. Main St.  
Manchester, IA 52057  
563.822.1016

### NEW HAMPTON

*Located inside New Hampton High School*  
701 W. Main St.  
New Hampton, IA 50659  
641.394.2144

REGIONAL ACADEMY FOR MATH and  
SCIENCE (RAMS)/OELWEIN CENTER  
1400 Technology Drive  
Oelwein, IA 50662  
319.283.3010  
Fax: 319.283.1893

WAUKON CENTER  
1220 Third Ave. N.W., Ste. 102  
Waukon, IA 52172  
563.568.3060  
Fax: 563.568.0016

TOWN CLOCK BUSINESS CENTER  
680 Main St., Ste. 100  
Dubuque, IA 52001  
563.557.8271, ext. 380  
Fax: 563.557.0319

WILDER BUSINESS CENTER  
1625 Hwy. 150 S.  
Calmar, IA 52132  
563.562.3263  
800.728.2256  
Fax: 563.562.3719

### **Career Services**

All prospective students, current students and alumni of NICC are encouraged to utilize Career Services resources which include career coaching, job shadows, mock interviews, resume reviews, internships, career readiness competencies and job search tips. Career Services partners with local business and industry to provide career-related campus workshops during common hour and work-based learning experiences such as job shadows and internships. Classroom presentations on a variety of career topics are also provided as requested by faculty. Additional resources available through Career Services can be found at [www.nicc.edu/careerservices](http://www.nicc.edu/careerservices).

### **NICC Career Hub**

All prospective students, current students and alumni of NICC should create a free lifetime NICC Career Hub account. This system allows users to take career assessments, access job search information, create resumes and cover letters, upload important documents, research potential employers and view internship/job opportunities with one log-in. Employers seeking NICC students as interns/employees post business profiles and opportunities in the Connect2Business portal, where students can search business and opportunities based on criteria such as career pathway and location. [www.nicc.edu/careerhub](http://www.nicc.edu/careerhub).

### **Child Development Center**

Children between the ages of six weeks and 12 years of age may enroll in the NICC Child Development Center(s) on a first-come, first-served basis. Enrollment is open to children of NICC students, staff, faculty and members of the surrounding communities. Enrollment is granted without discrimination in regard to sex, race, creed, national origin or political beliefs. The centers are designed to provide convenient and on-campus care of children. Application forms are available from the Child Development Centers on the Calmar and Peosta campuses.

### **Counseling**

Northeast Iowa Community College offers free and confidential counseling to currently enrolled students. Counselors can assist with problem solving and developing strategies to cope with stressors and, when needed, make referrals to community and mental health resources. Areas of assistance may include: stress management, anxiety, depression, time management, grief counseling, alcohol/drug issues, academic difficulties, eating disorders, gambling, financial hardship, relationship concerns and student success strategies. During the initial appointment, the counselors will assess the student's needs and may recommend follow-up counseling at the College or referral to an area service or agency.

A Student Crisis Fund is available for students who experience a financial crisis that may prevent them from being able to continue the semester. Students can apply using the application found on the College website [www.nicc.edu/crisisfund](http://www.nicc.edu/crisisfund) or in the Counseling Office. For more information on counseling resources or to schedule an appointment, students may contact the counselor on their corresponding campus.



Additional information on counseling services and community resources are located at [www.nicc.edu/counseling](http://www.nicc.edu/counseling).

Calmar Campus: 800.728.2256, ext. 378  
Student Center, 160

Peosta Campus: 800.728.7367, ext. 215  
Main Building, 216

## **Disability Services**

Northeast Iowa Community College provides access, accommodations and advocacy for students who have disabilities. Examples include accessible textbooks, additional time on exams, audio tests and sign language interpreters. The College reserves the right to determine which accommodations are reasonable and do not fundamentally alter course requirements or the integrity of our programs. If you would like to learn more about these services or how to request instructional accommodations, contact the Office of Disability Services:

Calmar Campus: 563.562.3263, ext. 258  
Peosta Campus: 563.556.5110, ext. 280  
[www.nicc.edu/disability](http://www.nicc.edu/disability)

## **Housing**

NICC is a non-resident campus; however, a listing of available rental properties in various communities within proximity of each campus is compiled annually. Housing costs vary depending upon the amenities provided. Housing information may be obtained from the Admissions Office or online at [www.nicc.edu/housing](http://www.nicc.edu/housing).

## **Learning and Writing Centers**

The Learning Center provides assistance and supplemental instruction in many areas of study including math, science, health science, nursing and accounting. Learning Center instructors work with students individually or in small groups and may assist with study skills, note taking, test taking, time management reading skills and computer skills. Computers are also available for independent student use. The Writing Center assists students with written assignments for any class as well as with resumes and scholarship applications. In individual conferences, a writing instructor may offer suggestions at any step of the writing process including brainstorming, drafting, revising and editing.

Additional information can be found at [www.nicc.edu/learningcenter](http://www.nicc.edu/learningcenter) or at:

Calmar Learning Center: 800.728.2256, ext. 394 Peosta Learning Center: 800.728.7367, ext. 215  
Dubuque Center: 563.557.8353, ext. 132

## **Library**

The Calmar and Peosta campus libraries provide NICC students with carefully selected and managed resources to support your pursuit of a quality education and up-to-date training as well as leisure activities and lifelong learning. Both libraries offer inviting and connected spaces for individual or group study. Library staff are available to provide instructional or technical support in the use of these resources. The libraries are a vital partner in developing the information literacy skills which are critical for your success in the 21st Century.

Students may check out library materials by using their NICC Student ID. You are responsible for all items checked out and will be held accountable for items which are damaged or are not returned. *(See [Indebtedness Policy](#))*

*To learn more about the books, periodicals and audiovisual items available in the physical and digital/online collections, and the many ways the library can assist, please visit [www.nicc.edu/library](http://www.nicc.edu/library).*

## **Parking**

Free parking is provided for students on both main campuses in designated areas. Appropriate information regarding parking permits and/or vehicle registration will be provided. A limited number of handicapped permit parking spaces are available for students with disabilities. NICC has adopted parking and traffic regulations in order to maximize safety and ensure access for emergency vehicles. Free parking is not provided at the Dubuque Center.

At the Calmar campus, students are asked to park in designated areas and vehicles must have a valid parking permit properly displayed. Parking permits are available free of charge in the Bookstore. The owner is responsible for lost permits. On the Peosta campus, there are no designated or reserved parking areas. For both campuses, drivers are responsible for finding a legal parking space. Vehicles parked in unauthorized space will be ticketed and subject to fines and/or towing. Transcripts and grades will not be released until all fines are paid.

## **Student Concerns**

The College encourages all individuals to attempt to resolve concerns quickly and informally with an instructor, advisor or administrator as soon as possible following the event that led to the concern. When a resolution cannot be reached or is not practical, the formal complaint process should be followed. Individuals should use the electronic form located at [www.nicc.edu/complaint](http://www.nicc.edu/complaint) to file a formal complaint. The Associate Vice President for Operations office will route the complaint to the appropriate College representative for review and appropriate action. If needed, a meeting will be arranged with both parties to seek a satisfactory resolution to the complaint.

As an academic institution, Northeast Iowa Community College exists for the transmission of knowledge, the pursuit of truth, the development of students and the general well-being of society. Membership in this academic community places a special obligation on all members to preserve an atmosphere conducive to the freedom to teach and to learn. Freedom to teach and to learn depends on opportunities and conditions in and outside the classroom that fosters respect, integrity, honor and civil conduct. Northeast Iowa Community College defines civility as the art of treating others, as well as ourselves, with respect, dignity and care. Civility is demonstrated when we are sensitive to the impact that our communications, practices and behaviors have on others and when we acknowledge each person's self-worth and unique contributions to the community as a whole. All members of the College community, students, faculty, staff and visitors have the right to work and learn in a safe environment which is civil in all aspects of human relations.

## **Student Identification Card**

All students who enroll in NICC programs and fulfill fee requirements must secure an identification card. Identification cards are issued during the first three weeks of each term, or by appointment, in the Student Life Office. Students must obtain an identification card during the first semester of enrollment, and a term sticker is required at the start for each term.

Identification cards are required in some clinical situations, for make-up testing, Learning Center check-in, to check-out library materials and to obtain academic and/or financial aid information from the Student Services Offices. In the event that an identification card is lost, stolen or destroyed, a duplicate card can be purchased in the Student Life Office. The card also can be used by students to secure discounts at participating area businesses. Please contact the Student Life Office for more information on memberships and discounts.

## **Student Health/Insurance**

A referral will be made to a local medical facility should an emergency arise when it is necessary for an administrator or faculty member to refer a student for medical services. However, if a student has another choice for medical services of an emergency nature, this request will be honored. The student and/or parents will be liable for the payment for such service.

Students are encouraged to enroll in a student health/insurance program to assure protection in the event of illness or injury if they are not covered under a current plan. Health insurance brochures with information about no-cost or low-cost individual or family healthcare coverage are available in the Financial Aid Office.

## **Student Life**

iMPACT: Empowering Students Discovering Leaders. iMPACT serves as the student representative body, and provides programming and extra-curricular activities for students. iMPACT is a unique and rewarding opportunity to develop skills while having fun and making a difference. Join iMPACT as a volunteer or apply for one of four leadership positions.

### **GET INVOLVED**

Students have the opportunity to get involved and make the most of their college experience through:

- On-campus entertainers
- Inspirational speakers
- Off-campus trips
- Sports shooting team
- Intramurals
- Campus clubs and professional organizations
- Workouts at the Fort Atkinson Community Center or the Peosta Community Centre
- Community and on-campus service opportunities
- Annual spring break service trip
- NICC Emerging Leaders Certificate program

## **Athletics**

Students are encouraged to join the sports shooting team; no prior experience is necessary! Calmar campus practices are held at the Turkey Valley Trap Range and home meets are held at the Fredericksburg Sportsmen's Club.

Peosta campus practices and home meets are held at the Izaak Walton League. The \$100 participation fee includes: competition ammunition, practice clay targets, gun cleaning components, fees and transportation and secure gun storage during season. Student athletes must maintain full-time enrollment status and satisfactory academic progress to be eligible to participate. [www.nicc.edu/sportsshooting](http://www.nicc.edu/sportsshooting).

## **Clubs, Professional Associations and Honor Societies**

Joining a club, professional association or honor society at NICC provides students with an opportunity to develop leadership, teamwork, communication and social skills. Taking part in group activities connects students with the campus culture and gets them engaged with others who have similar interests. A student group that is interested in becoming a registered NICC club with all of the associated benefits must pick up a club recognition application from the Student Life Office. A student wishing to join a professional association can contact a faculty member of their program of interest. Students that are eligible for membership in honor societies will be invited to join by letter.

### **DIVERSITY COUNCIL**

The purpose of this organization is three-fold:

1. Raise awareness of intercultural issues at Northeast Iowa Community College,
2. Increase sensitivity and appreciation as community strength,
3. Support the diversity related goals outlined in the NICC strategic plan. We aspire to bring awareness and skills to students, staff, faculty and the communities served by NICC, regarding race, ethnicity, national origin, marital or family status, religious preference, gender, sexual orientation, gender identity, health status, veteran status, abilities and age. Meetings are held monthly. All students, faculty and staff are encouraged to participate.

## **Fitness Facilities**

Peosta students can utilize the Peosta Community Centre and Calmar students may use the Fort Atkinson Gym. You must present your NICC student ID to use the facilities. Peosta students also have the option of using the Chlapaty Recreation

and Wellness Center at the University of Dubuque for a nominal fee with proof of enrollment and an NICC identification card.

### **Intramurals**

Intramural sports are offered through the Student Life Office. No matter what campus you attend, you can have fun, meet people and show off your athletic skills. Intramurals take place at each campus, with campus teams competing against each other and with the University of Dubuque intramural teams.

### **TRIO-Student Support Services**

*(Peosta Campus and Dubuque Center)*

TRIO – Student Support Services, a federally-funded program on the Peosta campus and at the Dubuque Center (Thursdays only), provides free support services such as tutoring, advising, university transfer assistance, success workshops, financial literacy counseling and cultural activities to 160 eligible students. To be eligible for TRIO-SSS students must be enrolled in a two-year program with plans to graduate and transfer and meet one or more of the following criteria:

- Neither parent has a four-year degree
- Meets federal income guidelines
- Have a documented learning or physical disability

TRIO-SSS staff has the unique opportunity to work individually with students and to get to know each student personally. Participants receive holistic support through graduation from NICC. The office is open year-round. For more information call 800.728.7367, ext. 408.

## **FINANCIAL INFORMATION**

### **Tuition and Fees**

Tuition and fees are based on the 2018-2019 academic year. These rates are subject to change at any time.

Iowa Resident Tuition	\$163.00/credit hour
Non-Resident Tuition	\$173.00/credit hour
International Tuition	\$188/credit hour
Student Course Fees	\$24/credit hour
Other Program Costs	Expenses vary depending on specific program requirements

### **Tuition Payment Plan**

A monthly payment plan for tuition and course fees is available through Nelnet Business Solutions (not available for textbook purchases). Nelnet is an online service that will set up automatic monthly payments to be deducted from a checking, savings or credit card account. Contact the Business Services Office for plan options and deadlines or for a brochure on the automatic payment plan.

## Offset Program

Northeast Iowa Community College participates in the State of Iowa Offset Program. Unpaid balances for educational debt will be submitted to the Iowa Department of Administrative Services for collection against any claim owed to an individual by a state agency. This includes but is not limited to state of Iowa income tax refunds.

## Tuition and Course Fee Refund/Adjustment

Students who wish to cancel their registration or drop a course must notify the Registrars Office before the first day of the term or class to avoid tuition/fee assessment. Students who withdraw from NICC or drop a course may be eligible for a refund/adjustment on their tuition and course fees. Tuition and course fee refunds/adjustments will not be issued to students based on non-attendance. Tuition and course fee refunds/adjustments are calculated based on the start date of the course. Calendar days, less holidays and weekends, are used for calculations regardless of the number of class meetings.

	<b>100% tuition and course fees</b>	<b>50% tuition and course fees</b>	<b>25% tuition and course fees</b>
<b>12-16 Week Courses</b>	1-5 days	6-10 days	11-15 days
<b>8-11 Week Courses</b>	1-3 days	4-7 days	8-10 days
<b>4-7 Week Courses</b>	1-2 days	3-4 days	5-6 days
<b>3 Weeks or less courses</b>	Prior to the start of the 2 <sup>nd</sup> class meeting		

## Indebtedness Policy

Students may not register for any new term while they have prior unsettled indebtedness to NICC. During the period in which the indebtedness remains unsettled, no transcripts or other official credentials can be obtained from the College. Diplomas or degrees will not be granted nor will credits be transferred to another college until all accounts are settled.

## Financial Aid

### Financial Aid Eligibility

- U.S. citizen or eligible non-citizen
- High school diploma, HSED or has completed home schooling at the secondary level
- Maintain Satisfactory Academic Progress (SAP)
- Accepted into a degree/diploma program
- Possess a valid Social Security Number
- Register with the Selective Service, if required
- Does not owe a refund back on a federal grant or is not in default on a federal educational loan
- Attend the classes for which they are registered

Financial Aid is only applied to classes required for the chosen degree program.

### Types of Financial Aid

NICC administers a variety of student financial aid programs to help students finance their college education. These programs include:

## FEDERAL AND STATE GRANTS (2017-2018):

**Federal Pell Grant:** A Pell Grant is gift aid that is not repaid. The federal government determines student eligibility and the actual amount is determined by law as the federal methodology which applies to a standard formula to the financial information that is entered during FAFSA completion.

**Federal Supplemental Educational Opportunity Grant (SEOG):** A SEOG grant is gift aid that is not repaid. It is awarded to students who qualify for the Pell Grant. Grant funds are limited and thus are awarded on a first-come, first-served basis.

**Iowa Vocational – Technical Tuition Grant:**

This state-funded program is for Iowa residents who qualify based on need and enrollment into specific vocational, technical and career option programs that the state has determined have a workforce shortage. Students must file for their financial aid by July 1 to qualify for this grant.

**Kibbie Grant:** Iowa residents enrolled in specified vocational-technical or career option programs at Iowa community colleges may also be eligible for this grant program. Students must file for their financial aid by July 1 to qualify for this grant.

**All Iowa Opportunities/All Iowa Foster Care Grant:** State funded grant programs available to Iowa residents who meet specified criteria.

For more information and/or an application, visit [www.iowacollegeaid.org](http://www.iowacollegeaid.org)

## FEDERAL AND PRIVATE LOANS

**Federal Direct Subsidized Loan:** Low-interest educational loan offered by the federal government which pays the interest while the student is enrolled at least half-time. Repayment begins after a grace period of six months which begins at graduation or when the student drops below half-time. The loan amount is determined on the basis of financial need. Students must be enrolled at least half-time to receive this loan.

**Federal Direct Unsubsidized Loan:**

Low-interest educational loan offered by the federal government. The borrower is responsible for all interest that occur during any enrollment, grace or deferment period. Repayment begins six months after graduation or when the student drops below half-time. Students must be enrolled at least half-time to receive this loan. Because unsubsidized loans accrue interest while the student is in school, it is encouraged but not required, that the student make interest payments to their lender while in school.

**Federal PLUS Loan:** This program provides a parent with long-term loans from the federal government up to the student's cost of attendance less any financial aid.

**Private Loan:** Loans are available from many private lenders. Students should exhaust all other sources of financial aid before taking out a private educational loan as typically private loans have higher interest rates.

**Loan Disbursement:** Loans are applied to the student's account and/or are disbursed to the student based on the enrollment status of the student at the time of disbursement. Federal regulations require students to be at least half-time. Example: If a student begins the semester with three credits, but has a late-start class that is three additional credits, the student's loans will not be disbursed until 10 days after the late start class begins or when the student's enrollment increases from three credits to six credits.

Students who take a loan for only one semester will have the loan amount disbursed in two equal amounts, approximately at the 30-day and then 60-day point in the semester.

## **Work-Study Program**

Work-Study is an opportunity for students to make minimum wage and work up to 20 hours per week, possibly in an area associated with their academic program. Work-Study offers flexible hours, hands-on experience and an opportunity to earn part-time income while in school. Work-Study employment is based upon the student's determined need for financial assistance. Work-Study job openings and applications are located in the Financial Aid Office. Wages are direct deposited bi-weekly into a student's bank account.

## **Scholarships**

NICC Scholarships: Scholarships are offered and awarded each academic year. To be eligible for most scholarships, students will need to apply online through MyCampus by the priority deadline, April 1, 2018 at [www.nicc.edu/scholarships](http://www.nicc.edu/scholarships)

Dollars for Scholars: This is a program offered by many local community school districts that gives scholarships to graduating high school seniors.

## **Other Sponsorships/Assistance**

Iowa Vocational Rehabilitation Services: This is an agency program that assists individuals with disabilities in achieving their employment goals. Vocational counseling, job training and placement assistance are some of the services available to eligible individuals. Financial assistance may be available for vocational or academic training. Consultation in accessing accommodations or assistive technology is available, as is referral to a Vocational Rehabilitation office.

Workforce Investment Act (WIA): WIA may be able to provide financial assistance to persons who are unemployed or underemployed and to Family Investment Program (FIP) recipients who are in need of retraining to upgrade their skills. Applicants must meet WIA guidelines to be determined eligible. Referral assistance to a WIA office is available.

Veterans Assistance: NICC is committed to serving those members of the community who have served or are serving in the military. NICC educational programs are approved by the Veterans Educational Unit of the Iowa Department of Education for the training of eligible persons under current GI Bill programs. The College provides a Veterans Certifying Official on each campus to assist veterans in the application process to ensure that their programs meet the guidelines of federal regulations.

Veterans, National Guard dependents and members of the Selected Reserves may be eligible to receive educational benefits while enrolled in and pursuing an approved program of study.

To be eligible for veterans educational benefits, a student must:

1. Be eligible under a benefit program of the Department of Veterans Affairs
3. Maintain a 2.0 GPA
4. Pursue one major at a time
5. Take only courses applicable to the stated current major

Certifying officials at the College are required to report any changes in a student's enrollment status to Veterans Administration. Students receiving VA benefits must maintain satisfactory academic progress and are expected to attend their courses.

Attendance may be verified throughout the term. VA benefits will be interrupted if a student quits attending a course. Please refer to Academic and Attendance Policies for Students Receiving Financial Aid for additional information. Students are responsible for any repayment of funds that they have already received if termination occurs because of non-attendance or withdrawal/drop from a course(s). Be aware that the Veterans Administration will not pay for students to retake a course that they have received a passing grade in, nor will they pay students for any advance credit they have received from prior education.

Iowa National Guard: The Iowa National Guard Educational Assistance Grant Program (NGEAP) will assist in paying tuition for active members of the Iowa Army and Air National Guard. Eligibility for the tuition-assistance program is determined by the Adjutant General of Iowa and funding for the program is determined on an annual basis by the Iowa General Assembly. For more information and/or an application, visit [www.iowacollegeaid.gov](http://www.iowacollegeaid.gov).

## Federal and State Financial Aid Process

1. Students (and parents of dependent students) are required to create and maintain a Federal Student Aid ID (FSA ID). This FSA ID is required to complete and submit a FAFSA and also gives the student access to Federal Student Aid's online systems. [fsaid.ed.gov](http://fsaid.ed.gov)

2. Complete the Free Application for Federal Student Aid (FAFSA) -[www.fafsa.gov](http://www.fafsa.gov) Students must submit a new FAFSA for each academic year. The FAFSA is available October 1st of any given year to determine aid eligibility for the next academic year. For example, 2017/2018 FAFSA covers the 2017 fall, 2018 spring, and 2018 summer semesters, and was made available October 1, 2016. As some financial aid funds are administered on a first-come, first-served basis, it is recommended to complete your FAFSA as early as possible. Information needed in order to complete the FAFSA include the appropriate year's income tax forms, W-2s, social security numbers, bank statements, records of investments and untaxed income. It is further recommended to transfer federal tax return information directly into the FAFSA using the IRS Data Retrieval Tool. Students are encouraged to keep a copy of their completed FAFSA. The information reported on the FAFSA is used to calculate an expected family contribution (EFC). The EFC is a measure of a student's family's financial strength and is calculated according to a federal methodology formula established by law. A family's taxed income, untaxed income, assets, and benefits, such as unemployment or Social Security, are all considered in the formula. Also considered are a student's family size and the number of family members who will attend college during the year. The cost of Attendance (COA) which includes tuition, fees, books, room, board, travel expenses and personal expenses minus the EFC is what determines the type and amount of financial aid for which the student may qualify. Note: The EFC is not the amount of money a family will have to pay for college nor is it the amount of federal student aid a student will receive. It is a number used by the College to calculate the amount of federal student aid that a student is eligible to receive based on the COA.

For more information about the EFC, see Funding Your Education: The Guide to Federal Student Aid at: [studentaid.ed.gov/resources#information-on-getting](http://studentaid.ed.gov/resources#information-on-getting). To request a free copy of Funding Your Education: The Guide to Federal Student Aid, call the Federal Student Aid Information Center at 1.800.433.3243

3. The student and NICC will receive a Student Aid Report (SAR) from the government central processing system (CPS) . The SAR is the official record confirming that the federal processor received your FAFSA. Review your SAR for any errors and make necessary corrections.

4. All students will be required to complete additional steps for their financial aid file to be considered complete and to then have it applied to their student account. A list of each student's "Missing Documents" is accessible within the NICC student portal MyCampus.

5. Each student will complete all of the necessary forms that are requested from the students Missing Documents list electronically or manually. Documents that may be requested are attributed to a process called verification that the U.S. Department of Education may request for the student. This process will require NICC to collect additional information from the student to attest to the accuracy and completeness of FAFSA information that has been given by the student. Submit all of the requested items in a timely manner to avoid the delay or loss of financial aid funding. The majority of the forms are submitted electronically. Some forms, however, may require a hard copy. Dependent students, for example, may require a parent's signature or additional information which will require the student to print a paper copy for completion and then submission to NICC Student Services. NICC also reserves the right to select a student for verification if there is conflicting information in the student's file and the federal government has not already selected the file for verification.

6. Once all of the forms are submitted and processed, the Financial Aid Office mails an official Award Letter to the student. A student may also access their Award Letter through MyCampus . The Award Letter indicates the type and amounts of financial aid that the student may be eligible to receive. Amounts indicated on the Award Letter are based on full-time status, of 12 or more credits, and are dependent on the students maintaining satisfactory academic progress.

7. Grants and scholarships are automatically applied to a student's account. After registering for classes, view in MyCampus, the financial aid amount in relation to the amount all owed for tuition and fees. If a balance due remains, students should explore all of their options to pay for the remaining cost of college. Options may include, the NICC payment plan, work study positions and student loans.



8. If the student wishes to borrow federal direct student loans, he/she will need to complete additional steps through the campus portal, MyCampus. First time borrowers are mandated to complete two additional Federal requirements, Loan Entrance Counseling and the Master Promissory Note. [www.studentloans.gov](http://www.studentloans.gov)

### **Financial Aid Eligibility Notes**

- Federal student loans must be repaid. To qualify to access loan eligibility, students must be enrolled and attending at least half-time. Half-time is considered six credits of enrollment in the semester in which they seek to use loan funds.
- Students who are enrolled less than half-time, may still be eligible for Pell Grant and other federal and/or student aid on a prorated basis.
- Students who have received a bachelor's degree are not eligible for the Pell Grant, but may be eligible for other federal student aid.
- Students attending two schools in the same enrollment period must inform both Financial Aid Offices. Students cannot receive federal aid from two schools at the same time. A consortium agreement may need to be completed between the schools. Please visit or call the Student Services Office for more information about consortium agreements.
- A student convicted of drug distribution or possession while receiving financial aid may not be eligible for federal financial aid.

### **Financial Aid Lock Date**

Financial aid is awarded to students based on their enrollment status at the time of the lock date. The lock date, taken on the 15th day of the semester, is the day when it is determined how many credits a student is enrolled in.

Example: If you are registered in 11 credits on the lock date, then your financial aid for the semester will stay at  $\frac{3}{4}$  time even if you add one credit the next day.

### **ENROLLMENT LEVELS**

- Full-time = 12 credits or more
- Three quarter time = 9-11.5 credits
- Half-time = 6-8.5 credits
- Less than half-time = 1-5.5 credits

### **Financial Aid Disbursement**

All financial aid is first applied to a student's account to pay tuition, fees and bookstore charges. Any financial aid remaining after the student's account has been paid in full, will be refunded to the student. Refunds are determined by the enrollment status at the time of disbursement. This is based on a student's reported attendance by their instructor(s). Financial aid refunds are processed approximately 30 days after the start of the semester based on enrollment status, and then disbursed weekly thereafter. Class attendance, late start classes, withdrawing from a class(es) and a student loan request for a single semester, are some examples of circumstances that may impact the amount and timing of a financial aid refund.

Example 1: A student is attending nine credits at the beginning of the semester and has a late start class which is three credits and begins March 1. The nine credits is considered  $\frac{3}{4}$  time enrollment and thus will allow 75 percent of a Federal Pell Grant to be applied to tuition, fees and books. The class that begins March 1 will bring the student to full-time status of at least 12 credits which will then allow the remaining 25 percent of a Federal Pell Grant to be applied to the student account. If the student's tuition, fees and any bookstore charges have been fulfilled, there will be a refund 10-14 days after the class begins.

Example 2: Students must be enrolled and attending at least half-time (six credits) in order to receive federal student loans. Loans will not be applied or disbursed to a student until that student is registered and attending at least half-time. Therefore, if a student has a late start class, any loan(s) will be withheld until your enrollment reaches that half-time status.

Note: Federal regulations stipulate that if there is only one semester in the loan period the loan must be disbursed in two equal payments. NICC will not release the second equal disbursement until the student reaches the calendar midpoint between the first and last scheduled day of class of the loan period. A one-term only loan occurs when a student did not request any of their loan eligibility across more than one semester. Therefore, the student will not receive the entire refund at the first disbursement. There will be a second disbursement of the loan in another 30 days. It is recommended to visit the financial aid office to determine the amount and timing of multiple disbursements of any nature.

NICC partners with a third party company to process all student account refunds, including financial aid. New students receive a refund selection letter in the mail at the beginning of their first semester. Within the letter, there will be a personal code that is used to activate the student's refund delivery preference. Refund delivery method options include either direct deposit to the student's current bank account which is the recommended option or as a direct deposit to the student's NICC Blue Card account, which is initiated by the student.

### **Satisfactory Academic Progress Process (SAP)**

NICC is required by the Department of Education to monitor Satisfactory Academic Progress (SAP) for students who are receiving Title IV federal financial aid. If the satisfactory academic progress standards are not met, students receiving financial aid will be declared ineligible to receive Title IV financial aid and the financial aid award(s) will be suspended.

#### **SAP STANDARDS:**

1. Cumulative Grade Point Average Policy (qualitative component) - A student must maintain a cumulative grade point average of 2.0 (C average) or better.
2. Student Pace Policy (quantitative component) - A student must successfully complete 67 percent or more of their cumulative attempted credit hours including remedial and transfer credits at the end of the semester. A student's pace is calculated by taking the cumulative number of credits the student has successfully completed divided by the cumulative number of attempted credits.
3. Completion of Program 150 Percent Policy (maximum timeframe component) - A student must earn their degree within a timeframe that does not exceed 150 percent of the program length. The maximum timeframe for which students may receive financial aid is 150 percent of the published length of the program's credit hours. A student is ineligible when it becomes mathematically impossible for him/her to complete his/her program within 150 percent of the length of the program. Example, the length of an Accounting Specialist Degree is 67 credits.  $67 \text{ credits} \times 150 \text{ percent} = 100.5 \text{ credits}$ . A student can receive financial aid for up to 100.5 credits in pursuit of this program. Credits earned at another institution that have been accepted by NICC as transfer credit are included in this total even if financial aid was not awarded for those credits.

All transfer credit hours that have been accepted by NICC toward a student's academic program will be counted as both attempted and completed credits when evaluating a student's satisfactory academic progress. NICC assumes transfer students are making satisfactory academic progress.

Students who have incomplete grades must follow the NICC Incomplete Grading Policy. Once incomplete grades are completed and a grade is submitted, the Registrar's Office will notify the Financial Aid Office.

Students who are repeating a course(s) will have all credits counted as both attempted and completed credits toward SAP. It is the responsibility of each student to monitor and keep track of his/her academic progress and to notify the Financial Aid Office of any grade changes. The student's Satisfactory Academic Progress will be re-evaluated in either case and the student will be notified if a change occurs in his/her SAP status.

A student's satisfactory academic progress will be evaluated at the end of each academic semester (fall, spring and summer) once grades are reported. Upon evaluation of a student's satisfactory academic progress, a student will be assigned one of the three following statuses and notified through the student's College email account:

- Satisfactory
- Financial Aid Warning
- Financial Aid Suspension

A student will also have a SAP status assigned once a FAFSA is received by NICC if the student has a past academic record at NICC. This may include college credit classes that were earned while in high school (i.e. PSEO, concurrent enrollment, etc.). A student will have a status assigned even if those grades were earned without utilizing financial aid.

### **Satisfactory**

Student is meeting all satisfactory academic progress standards and is eligible to receive financial aid.

### **Financial Aid Warning**

This is a warning to a student who is not meeting one or more of the satisfactory academic progress standards. The student remains eligible to receive financial aid for one upcoming semester of enrollment. In order to maintain eligibility for the next semester, the student then must meet satisfactory academic progress standards when SAP is evaluated at the end of that semester of enrollment. Students who fail to meet the requirements at the end of that semester will be placed in a status of Financial Aid Suspension.

GPA (Qualitative Measure) Example: Students who fall below a cumulative grade point average of 2.0 will be given a Financial Aid Warning status the following semester. If during this warning semester the student raises his/her cumulative GPA to a minimum of a 2.0, the warning status will be removed for the next semester. If a student does not raise his/her cumulative GPA to a minimum of 2.0 during a warning semester, he/she will be placed on Financial Aid Suspension for subsequent semesters. Students on suspension are not eligible to receive financial aid. If a student is on suspension and raises his/her cumulative GPA to a minimum of 2.0 or better, the suspension will be removed for the next semester and the student will again be eligible to receive financial aid.

Completion (Quantitative Measure) Example: Students who do not complete a minimum 67 percent of their enrolled credits at the end of the semester will be given a Financial Aid Warning status the following semester. If at the end of the warning semester the student completes 67 percent of his/her cumulative attempted credits, the warning status will be removed for the next semester. If the student does not complete a minimum 67 percent of his/her cumulative attempted credits during the warning semester, the student will be placed on Financial Aid Suspension for subsequent semesters. Students on suspension are ineligible to receive financial aid. If a student is on suspension and successfully completes 67 percent or higher of his/her cumulative attempted credits the following semester, the suspension will be removed for the next semester and the student will again be eligible to receive financial aid.

Maximum Time Frame (Quantitative Measure) Example: When a student has attempted a total of 105 percent of their program's credits he/she will be given a Financial Aid Warning status the following semester as a reminder that the student is approaching the 150 percent maximum timeframe for completion. When a student has attempted 150 percent of their program's credits he/she will be placed on Financial Aid Suspension for subsequent semesters. Students on suspension are ineligible to receive financial aid.

### **Financial Aid Suspension**

Students who do not meet one or more of the satisfactory academic progress standards at the completion of the semester after being on Financial Aid Warning are no longer eligible to receive financial aid. Students who complete the semester with a 0.0 percent completion rate of attempted credit hours that is the result of earning only letter grades of F and or W (withdrawal) will automatically be placed on Financial Aid Suspension for the following semester, without having a semester of Financial Aid Warning. If a student is placed on Financial Aid Suspension, they have a right to file an appeal. A student may also re-establish eligibility by meeting SAP Standards while paying on their own.

## **Satisfactory Academic Progress (SAP) Appeal Process**

Students have the right to appeal their Financial Aid Suspension.

1. Access the appeal request form at [www.nicc.edu/appeal](http://www.nicc.edu/appeal)
2. A student may appeal the suspension on the basis of: injury or illness of the student, the death of a relative or other special circumstances. The appeal must first explain why the student failed to make satisfactory progress and secondly what has changed in the student's situation that would now allow the student to make satisfactory progress at the next evaluation. Students will be required to provide documentation that supports the special circumstances. If documentation cannot be provided the student will need to explain why.
3. The appeal is reviewed by a committee and their decision is final and cannot be appealed. Students will be notified of the appeal decision via their NICC email. The three potential outcomes include:
  - Approved for Financial Aid Probation
  - Approved for Financial Aid Academic Plan
  - Denied appeal

*Note:* Appeals submitted after day five of the semester start date, will not be reviewed for that semester. Second and subsequent appeals require new circumstances.

### **Financial Aid Probation**

Student was placed on Financial Aid Suspension, appealed their suspension status, had their appeal approved and has had financial aid reinstated. Satisfactory academic standards MUST be achieved the following semester or student will be placed back on Financial Aid Suspension. Probation status is limited to one semester.

### **Financial Aid Academic Plan**

Student was placed on Financial Aid Suspension, appealed their suspension status, had their appeal approved and has had financial aid reinstated. Students will be required to meet with their Enrollment Advisor to develop an Academic Plan to ensure future success in meeting the satisfactory academic progress standards.

The Academic Plan will have specific requirements that the student will have to successfully complete by the end of the semester in order to be eligible to continue receiving financial aid. The Academic Plan is evaluated and reviewed at the end of each semester, and if requirements are met the Academic Plan is renewed and will continue on into the next semester. While on the Academic Plan, the student may meet SAP at a later evaluation and have their status returned to satisfactory, and will no longer be required to be on an Academic Plan.

If the requirements of the Academic Plan are not met, the student will be placed on Financial Aid Suspension for the following semester and will not be eligible to receive financial aid.

### **Re-establishing Aid Eligibility**

If an appeal is not approved, the student will not be eligible to receive financial aid. Students may reestablish eligibility by meeting the satisfactory academic progress standards on their own for a future evaluation. A student may also submit a new appeal, but only after demonstrating success by completing a minimum of three credits that are required for their program, with a minimum 2.0 GPA and paying for said coursework on their own. After completion of that semester, the student can submit a new appeal request form for reconsideration by the appeal committee which demonstrates successful achievement and new circumstances.

## **Withdrawing from College**

Federal regulations require NICC to monitor attendance in order to implement the U.S. Department of Education's Title IV Funds policy.

The policy allows the federal government to collect unearned financial aid for the period of non-attendance, including financial aid that has already been disbursed to a student. If a student completely withdraws from school during the semester, stops attending, or a student fails to officially withdraw, the student may be required to return the unearned Title IV aid which was intended to help pay educational expenses. The amount returned will be owed to Northeast Iowa Community College or the appropriate Title IV program(s).

It is the student's responsibility to initiate the formal drop process. The date NICC uses to determine if a student full withdrew will vary and is dependent on the type of withdrawal. If it is after the first week of classes, a withdrawal (W) grade will be assigned for each course into which the student has enrolled. If a student initiates the official withdrawal process or provides notification to the institution of their intent to withdraw, the date the institution determines that the student withdrew would be the earliest of either, date the student began the official withdrawal process or the date the student notified the institution of their intent to withdraw. A student may officially withdraw from classes by contacting their enrollment advisor and/or the Registrar's Office with notification of the desire to withdraw from all classes. If a student did not begin the official withdrawal process or provide notification of his or her intent to withdraw, an unofficial withdrawal is established and the withdrawal date as either the midpoint of the semester or the last date of attendance at an academically related activity.

If the student receives a failing grade of an F or a Q, NICC will use the reported last day of attendance which is required when entering a failing grade. This reported last day of attendance is used to determine if the failing grade was earned or if the student actually unofficially withdrew from the class. Students who fail all coursework in a given term and whose last date of attendance is reported to have been prior to the 60 percent completion date for the term will be subject to the Return of Title IV Funds Policy as described in this handbook.

A student may be eligible for a post-withdrawal disbursement of Title IV funds if the student has met certain requirements set forth by the U.S. Department of Education.

A student may be considered for a post withdrawal disbursement of Direct Loans if certain conditions are met. These conditions include that the Department of Education has processed for the student a SAR/ISIR with an official EFC and that the official SAR/ISIR with EFC was processed before the student became ineligible by no longer being enrolled at least half time. Northeast Iowa Community College is required to make or offer as appropriate post-withdrawal disbursements. A post-withdrawal disbursement must be made within 180 days of the date the institution determines that the student withdrew. The amount of the post withdrawal disbursement is determined by following the requirements for calculating earned Title IV and has no relationship to incurred educational costs. The loan must also be originated prior to date the student became ineligible.

If a student earns a passing grade in one or more of their classes for the semester in consideration, an institution is permitted to make the presumption that the student completed the course requirements and may consider the student to have completed the period.

If a student fails to earn a passing grade in at least one class in which the student is enrolled, the withdrawal date is either the midpoint of the semester or the last date of attendance at an academically-related activity. Please refer to the Financial Aid Satisfactory Academic Progress Standards to determine how financial aid is affected.

## **Return of Title IV Funds**

Refunds of tuition will be calculated based on the College's refund policy. The student's account balance may be affected by the financial aid adjustment that occurs after the Return to Title IV calculation. "Title IV funds refers to federal financial aid. The Return of Title IV Funds' formula dictates the amount of Federal Financial Aid that the student must return to the government. This formula applies to all federal financial aid with the exception of Federal Work Study. If federal funds are released to a student or their account, the student may be required to repay some of the federal grants and loans if the student withdraws before the 60 percent completion point of the semester. Generally the law (section 485 of the Higher

Education Amendments of 1998—P.L./105-244) states that the amount of assistance the student has received is determined on a prorated basis in relationship to the specific term, and determined by the amount of the term completed.

Students who receive Title IV financial aid (Federal Pell Grant, Federal Supplemental Educational Opportunity Grant and Federal Direct loans) are subject to federal return of Title IV funds statutes. These regulations apply to recipients of Title IV financial aid who completely withdraw from college or who stop attending all classes during the enrollment period. The College must determine the amount of Title IV financial aid the student earned and return the unearned aid to the respective federal financial aid program(s).

Unearned aid will be returned to the federal programs in the following order:

- Loans (Federal Unsubsidized Loans, Federal Subsidized Loans and Federal PLUS Loans),
- Grants (Federal Pell Grant and Federal Supplemental Educational Opportunity Grant)
- Other Title IV funds.

The College must return the funds as soon as possible but must do so no later than 45 days after the College determines the withdrawal date or last date of attendance. A pro-rated schedule based on a 60 percent point in the period of enrollment, is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60 percent point in the period of enrollment, a student has earned 100 percent of the Title IV funds he or she was scheduled to receive.

For a student who withdraws after the 60 percent point in time, there are no unearned funds.

Federal Student Aid Handbook, Volume 5 Chapter 1 Withdrawals and Return of Title IV Funds 34 CFR 668.22 (a), (b), (c), (d), (e), (f), (g), (h), (i), (j), (k), (l), 34 CFR 668.164, 34 CFR 668.167, 34 CFR 668.21

If a recipient of Title IV grant or loan funds withdraws from school after beginning attendance, the amount of Title IV grant or Loan assistance earned by the student must be determined. If the amount disbursed to the student is greater than the amount the student earned, the unearned funds must be returned. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he or she is eligible to receive a post withdrawal disbursement of the earned aid that was not received.

Any Title IV credit balances created by the R2T4 calculation will be allocated first to repay any grant overpayment owed by the student. Northeast Iowa Community College must return such funds to the Title IV grant account within 14 days of the date of the calculation. Northeast Iowa Community College will use any remaining Title IV credit balance funds to pay authorized charges at the college, including any previous paid charges that become unpaid due to the return. Northeast Iowa Community College may also use the credit balance to reduce the student's Title IV loan debt with the student's authorization, or it may release the balance to the student or parent when it is for a Direct Plus loan. If Northeast Iowa Community College is unable to locate the student or parent it must return the balance to the appropriate Title IV programs.

**Calculating the Percentage of the Title IV Funds Earned** The calculation of Title IV funds is determined by dividing the number of days of attendance by the number of days in the semester. The number of days of attendance is based on the determination of the official or unofficial withdrawal date. For more information see *Withdrawing From College*. The number of days in the semester is determined by date the student's classes start through the end of the student's scheduled enrollment. Any scheduled College break of five or more consecutive days will not be counted in the total number of days in the semester.

The student will receive a written notice within 30 days, letting the student know the impact of the Return of Title IV funds calculation. If the student has to repay any funds, the student has 45 days to either repay the funds or make satisfactory payment arrangements with the business office.

#### Example of Return of Title IV Funds Calculations

1. Determine percentage of Title IV aid earned: Completed Days divided by Total Days in Payment Period = % of earned aid
2. Determine the Title IV aid that was disbursed and aid that could have been disbursed
3. Determine amount of Title IV Aid Earned by Student: Multiply % of earned aid by total aid disbursed; including any aid that could have been disbursed for the payment period

4. If the amount of aid earned by student is less than the amount of aid disbursed, there may be Title IV aid to be returned. Determine how much Title IV aid is to be returned: Total Title IV aid disbursed – amount of Title IV aid earned = amount of Title IV aid to be returned.
5. Determine amount of unearned Title IV aid due from school.
  - Add up all institutional charges for the payment period which includes tuition, fees, bookstore charges, etc.).
  - Subtract % of earned aid from 100% to get % of unearned aid.
  - Multiply % of unearned aid by total institutional charges for payment period to come up with amount of unearned charges for payment period.
  - Compare amount of Title IV aid to be returned (#4) to amount of unearned charges – the lesser amount is the amount the school must return to the appropriate program(s).
6. Determine amount of unearned Title IV aid due from the student.
  - Subtract amount the school must return from the amount of Title IV aid to be returned (#4).
  - If < 0 or = 0, no amount of unearned Title IV aid is due from student.
  - If > 0, there may be a repayment of the student's Title IV funds.

Important: Northeast Iowa Community College reserves the right to change the Refund Schedule at any time.

#### FOR YOUR INFORMATION

If you have questions, please call the Northeast Iowa Financial Aid Office.

Calmar: 800.728.2256, ext. 447

Peosta: 800.728.7367, ext. 212

Northeast Iowa Community College does not discriminate in its educational programs and activities on the basis of race, national origin, color, religion, sex, age or disability. These standards may be subject to change pending Federal Legislation.

#### **Code of Conduct for Educational Loans**

Iowa Code Section 261E.2 and Title 34 of the Code of Federal Regulations, Section 601.21, require the development, administration and enforcement of a code of conduct governing educational loan activities. Our officers, employees, trustees and agents, including the alumni association, booster club and other organizations associated with Northeast Iowa Community College, agree to the provisions of this Code of Conduct and will refrain from:

1. Refusing to certify or delaying the certification of an education loan based on a borrower's choice of lender.
2. Assigning a first-time borrower to a particular private education loan lender through the student's financial aid award or another means.
3. Packaging a private education loan in a student's financial aid award, except when the student is ineligible for other financial aid, has exhausted his or her federal student aid eligibility, has not filed a Free Application for Federal Student Aid or refuses to apply for a federal student loan.
4. Accepting impermissible gifts, goods or services from a lender, lender servicer or guarantor. The institution may accept default prevention, financial literacy or student aid-related educational services or materials or other items of a nominal value.
5. Accepting philanthropic contributions from a lender, lender servicer or guarantor that are related to the educational loans provided by the entity that is making the contribution.
6. Serving on or otherwise participating as a member of an advisory council for a lender, lender affiliate or lender servicer.
7. Accepting from a lender or its affiliate any fee, payment or other financial benefit as compensation for any type of consulting arrangement or other contract to provide education loan-related services to or on behalf of the lender.

8. Accepting fees or other benefits in exchange for endorsing a lender or the lender's loan products.
9. Requesting or accepting an offer of funds for private education loans from a lender, in exchange for our promise to provide the lender with placement on a preferred lender list or a certain number of volume of private education loans.

Northeast Iowa Community College is committed to providing the information and resources necessary to help every student achieve educational success. To accomplish this goal, the financial aid staff will consider each student's individual needs. A comprehensive Code of Conduct detailing permissible and impermissible activities for all Northeast Iowa Community College officers, employees and agents affiliated with the College is available.

### **Validity of High School Diploma Policy and Procedure**

A high school diploma is a basic element of student eligibility for Title IV financial aid funding. Students claim eligibility by virtue of a high school diploma when they complete the FAFSA. If either the Department of Education or NICC believe the high school diploma is not valid, the following process will occur in an effort to review and validate said diploma. If the validity of a student's high school diploma is in question, the Financial Aid Office will:

1. Send the student a missing information notification that requests a copy of the student's official diploma AND an official copy of the student's final transcripts that shows all the courses the student completed. The name, address and phone number of the high school attended must be clearly identified on each document.
2. If the Financial Aid Office requires additional confirmation that the student did in fact receive said diploma from the high school indicated, a letter and/or phone call may be made to the high school to verify and confirm the diploma's validity.
3. The Financial Aid Office may require submission of an official copy of both the diploma and/or transcript directly from the school and may require said copies be sent under the authority of a certified notary. If the Financial Aid Office determines the submitted diploma and transcript to be valid, the student's financial aid application will be processed and if he/she meets all other eligibility criteria, will be deemed eligible for Title IV financial aid funding while attending NICC. If the Financial Aid Office determines the submitted diploma and transcript to be invalid, or is unable to determine its validity, the student will not be eligible for Title IV aid. *Note:* This policy and procedure does not apply to home-schooled students by virtue of the federal regulations.

### **Repeated Coursework Policy**

Per federal regulations, students may repeat a previously passed course only once and receive Title IV financial aid for it. Example: Fall Term – Student takes a public speaking course and receives a C- and wants to retake it to improve her grade. Spring Term – Student retakes the public speaking course and is able to have those credits count toward her enrollment status for financial aid. Student receives an F the second time. The student cannot receive Title IV financial aid for a future retake of this course.

Students may repeat a failed course as many times as they need to pass the course and receive Title IV financial aid for it. Example: Fall Term – Student takes public speaking course, receives an F and wants to retake it to improve his grade. Spring Term – Student retakes public speaking course and is able to have those credits count toward his enrollment status for financial aid. Student receives an F again and needs to retake it and pass in order to graduate. Summer Term – student retakes public speaking course again and is able to have those credits count toward his/her enrollment status for financial aid.

If a student passes a course, retakes it and withdraws, they can retake it again until passed or failed.

Northeast Iowa Community College takes pride in the quality and variety of resources and services available to help students reach their academic and personal goals. Faculty and staff work closely to determine the needs of each individual to optimize student success. Most student resources are provided at no cost and are readily accessible to all.



## **Grievances, Complaints and Concerns**

The College encourages all individuals to attempt to resolve concerns informally with an instructor, advisor or assigned administrator as soon as possible following an event that led to the concern. When a resolution cannot be reached or is not practical, the steps of the formal complaint process should be followed. Individuals should use the electronic form located at [www.nicc.edu/complaint](http://www.nicc.edu/complaint) to file a formal complaint. The Operations office will route the complaint to be appropriate college representative for review and appropriate action.

If necessary, a meeting will be arranged with both parties to seek a satisfactory resolution to the complaint. In the event that a complaint cannot be satisfied through one of these avenues, the Iowa College Student Aid Commission (ICSAC) is authorized to receive and review complaints from students. You may contact ICSAC to register a complaint at [www.iowacollegeaid.gov/sdrf-start](http://www.iowacollegeaid.gov/sdrf-start).

If an issue cannot be resolved through ICSAC, you may file a complaint with either the:

Iowa Department of Education at 515.281.0319 or the Higher Learning Commission at 312.263.0456 or [www.nicc.edu/complaint](http://www.nicc.edu/complaint)

## **ACADEMIC INFORMATION**

### **4 Common Learning Outcomes**

1. Think Critically:
  - a. Locate, interpret and use information effectively; and/or
  - b. Use intellectually disciplined processes (conceptualizing, applying, analyzing, synthesizing, evaluating and quantitative reasoning) to solve problems.
2. Communicate Effectively:
  - a. Convey information through verbal, written, technological or visual means.
3. Apply knowledge and skills to life:
  - a. Utilize workforce readiness skills; (technical and soft-skills) and/or
  - b. Apply the principles of mathematics, science, humanities and technology in personal, academic and working-world situations; and/or
  - c. Manage finances effectively.
4. Value self and others:
  - a. Work cooperatively as a member of a team; and/or
  - b. Appreciate of diversity and its benefits; and/or
  - c. Make ethical decisions that respects the rights, values and beliefs of others.

### **Academic Advising**

Advisors guide and support students as they determine career goals, connect students with resources and services on campus and assist students with the registration process. Advisors are guided by a commitment to promote student development, critical thinking and personal responsibility.

An advisor is assigned to students during their first semester of enrollment, and students are required to meet with their advisor at least once each semester, prior to registration for the upcoming semester. Students are expected to take an active role in the advising process by being prepared for advising meetings and understanding their degree requirements. Those seeking to continue their education after completing their degree at NICC are advised to begin the transfer planning process early. Further advising information is available at [www.nicc.edu/academicadvising](http://www.nicc.edu/academicadvising).

Students may request an advisor change by completing a form in the Student Services Office.

## **Attendance**

There is a strong relationship between success in college and class attendance. Any absence interferes with the learning process and may contribute to academic failure. Because Northeast Iowa Community College (NICC) is dedicated to helping students succeed, the College is committed to the importance of regular attendance in all classes. NICC instructors are required by federal student financial aid regulations to maintain accurate attendance records and submit those records periodically to the Financial Aid Office. Instructor notification of non-attendance could interfere with Veteran's Administration or other financial aid benefits. The Department of Education defines academic attendance and attendance at an academically related activity as being academically engaged in the course. Some examples include:

- Physically attending a class where there is an opportunity for direct interaction with the instructor
- Submitting an academic assignment
- Taking an exam or an interactive tutorial
- Participating in a study group that is assigned by the instructor
- Participating in an online discussion or message board assignment

Instructors individually determine their attendance policies. It is each student's responsibility to learn their instructors' attendance policies. Students are expected to confer with instructors immediately regarding potential or past absences.

In cases of advance knowledge of an absence, students should confer with the instructor prior to the absence.

## **Change of Academic Program**

Students may request a change in academic program at any time, but changes may not become effective until the beginning of the next semester. Students wishing to change their academic program must complete a Program Intent form in the Student Services Office. Students should recognize that a change in academic program may affect the length of their program and their financial aid.

## **Change in Enrollment Status**

### **Course Change/Course Section Change**

Students requesting a change in their course schedule prior to the start of the term should contact their advisor. Course changes that occur after the semester begins need to be made in the Student Services Office.

New registrations and course or section changes for full-term courses must receive instructor approval after the fifth day of the term. Changes in condensed-term courses must receive instructor approval after the first day of the course. The student's advisor will work directly with the instructor to determine if the course addition/change is feasible.

No new registrations, course additions or section changes will be allowed after the tenth day of the term with the exception of late start courses.

Tuition, program length and financial aid may be affected by course or section changes. No additional tuition and fee charges will be made for section changes when the course credits remain the same.

### **Course Withdrawal/Withdrawal from the College**

Students may officially withdraw from a course prior to completing three-fourths of the course by completing a Withdrawal Form available in the Student Services Office. Course withdrawals will be listed on the student's permanent records with a grade of 'W' (withdrew) and are not computed into the student's cumulative grade point average (GPA). Students can also submit a written request to withdraw by fax or email. Students who do not complete the official withdrawal process may expect to receive a failing grade. Charges for withdrawal during summer, special sessions or condensed sessions will be prorated accordingly. (See *Tuition Refund Policy*.)

If a student wishes to transfer to a section that begins at a later date within the term, a grade of "W" will be assigned to the original section and the student will be charged for the new section. A refund may be received for the original section if the change is made during the refund time period stated in the NICC Refund Policy.

Students who officially withdraw from all courses within a semester and receive financial aid are subject to Return of Title IV Federal Funding and Satisfactory Academic Progress policies. Refer to the Financial Aid section of the catalog for further details.

### **Administrative Withdrawal**

Under most conditions, the responsibility for withdrawal from a class or from the College rests with the student. However, in certain situations, it may be in the best interest of the student and/or the College community to implement an administrative withdrawal from course(s), a program or from the College.

Students may be withdrawn at any time during the term, with written notice, due to (but not limited to):

- A. Incarceration;
- B. Inability to comply with student visa regulations;
- C. Extenuating circumstances due to medical or mental health conditions;
- D. Behavioral/academic misconduct violations as defined in the Student Conduct Code policy and processes;
- E. A failed drug test, background check and/or health requirement as mandated by individual programs;
- F. Other situations as deemed appropriate by College administration.

If administratively withdrawn, students will receive a letter from the College Registrar indicating the rationale and any re-enrollment procedures. Any adjustments in tuition and fees due to an administrative withdrawal will be based on the College's published tuition refund policy. All circumstances leading to an administrative withdrawal will be documented and a record of action maintained in the student's academic record.

### **Medical Withdrawal from the College**

A student who documents medical reasons for withdrawing from classes will be permitted to withdraw from classes beyond the official withdrawal date with a "W" recorded on the transcript. It is the student's responsibility to provide a signed document from an appropriate medical doctor or licensed mental health professional or social worker citing the reason for the required withdrawal. The document must list the date of the first medical visit and the date the student is medically cleared to return to classes, if appropriate. The request for a medical withdrawal must be presented to the college counselors by the last day of the semester for which the withdrawal is desired. The student must have been regularly attending classes up until the medical reasons occurred. Based on the medical documentation received, the student may be allowed to withdraw from only certain classes or may have to withdraw from all classes scheduled in the semester of the request. No adjustments in tuition and fees will be given in the case of a medical withdrawal.

### **Military Absence**

NICC provides reasonable accommodations for students who must be absent from class due to military obligations or required medical treatment for service-connected conditions.

In the case of military training or drill periods, the student will disclose the leave schedule, copy of unit training/activation/deployment orders issued by the Unit Commander to the instructor or the VA Certifying Official on either the Peosta or Calmar Campus as soon as the unit provides such documentation.

In the case of medical treatment, documentation of a VA appointment may be requested to validate the reason for the absence. Documentation should be provided directly to the instructor or through the VA Certifying Official on either the Peosta or Calmar Campus. A copy of the full policy and procedure may be obtained from the Registrar's Office.

## Classroom Visits and Field Trips

Any student or visitor not registered in a course section may not attend a scheduled class without the advanced, express permission of the department dean. If the department dean is not available, the student or visitor should contact the Associate Vice President of Operations Office for further information. Children should not be brought to class or left unattended at any time in a classroom, at clinical sites or on College property.

Field trips are frequently scheduled in an effort to provide educational experiences unavailable in the program setting. Travel costs and responsibility for payment are determined on a trip by trip basis by the supervisors in related areas. Students participating in a field trip are required to abide by the Student Conduct Code and College requirements for documentation.

## Course Delivery Formats

Northeast Iowa Community College (NICC) courses are delivered in one of the following formats:

- **Face-to-Face:** classroom based course sections. Face-to-face instruction often utilizes the NICC web-based system to communicate with class information, provide grades and to share course related resources. The face-to-face venue includes one or more components of lecture, lab, clinical and/or internship.
- **Online:** NICC offers a broad range of online courses and degree programs. The academic expectations are the same as face-to-face courses. Online courses utilize the NICC web based system to deliver instruction. The difference is that the assignments and activities can be performed from a distance, from a computer or mobile device. Online courses deliver quality instruction using multimedia tools, including interactive discussion boards, audio-video recordings, bookmarks, chat rooms, announcements and webcasts. Tuition, registration, financial aid eligibility and credit transferability are the same for online courses as they are for traditional on-campus courses.
- **Online Asynchronous:** courses that are completed according to the schedule of the student with due dates of assignments/projects/tests being set by the instructor.
- **Online Synchronous:** courses that are broadcast live, online at a specific date/time.
- **Video Conference:** taught from one origination site, the instructor delivers the course at one time to students who may be located at various classrooms throughout the region. The classrooms are two-way audio and video classrooms where students can see and hear the instructor and the instructor can see and hear the students. Classrooms are very similar to traditional on-campus classrooms with remote control cameras, TV screen projection and microphones that relay voices and images between locations. (i.e. Zoom, Iowa Communications Network (ICN), etc.)
- **Hybrid:** Hybrid courses combine face-to-face, ICN or clinical instruction with a portion of the course online. A majority (51 percent or more) of the course content is delivered using the online environment which reduces the time typically required in the traditional on-site classroom. Most hybrid courses meet a maximum of one day per week in the classroom and conduct the remainder of the learning online using the NICC web-based system. This creates a blend of both learning environments for students.
- **Web Enhanced:** Web enhanced courses combine face-to-face, ICN or clinical instruction with online learning. A smaller percentage (less than 50 percent) of the course content is delivered online with the remainder of the course delivery occurring in the face-to-face environment.

For any given program's curriculum, some required courses may be offered only as online or hybrid options and will require computer and internet access.

All students who enroll in an online or hybrid course are required to complete an online tutorial which is listed as the TRN-100 Brightspace Tutorial. Refer to the TRN-100 Brightspace Tutorial within this section for details.

To find out if online and blended learning courses are right for you, visit [www.nicc.edu/online/onlinerightforme](http://www.nicc.edu/online/onlinerightforme) and schedule an appointment to discuss your options with an NICC advisor. Additional information pertaining to online, ICN and hybrid courses is available at [www.nicc.edu/online](http://www.nicc.edu/online).

## **Course Load**

Enrollment status is based on the number of enrolled credit hours each semester.

Full-time status is a minimum of 12 credit hours. Unless prescribed otherwise by the student's program, the recommended course load for fall and spring may not exceed 19 credit hours and 12 credit hours for summer.

## **Course Registration**

Registration for the Fall semester opens in April and for Spring and Summer semesters in October. Dates are posted for students and they must contact their advisor to initiate the registration process as well as discuss educational goals and degree requirements. The final decision on course selection and registration is the student's responsibility.

## **Credit for Prior Learning (CPL) Assessment**

Northeast Iowa Community College (NICC) has made a commitment to student learning and assessment and supports the granting of credit for prior learning in accordance with the Council on Adult and Experiential Learning (CAEL) Standards of Assessment. CAEL supports a thorough assessment of each student's formal and informal prior training and experience and awards academic credit for college-level knowledge and skills a student has gained outside of the classroom, including employment/work experience, professional certification, non-credit courses, military training/service, volunteer and civic activities, travel and hobbies.

## **General Guidelines**

1. Students may apply for CPL at any time after their application to NICC, and one semester prior to program completion, with the exception of single-semester programs. Student must be in good standing at NICC.
2. Students may apply for CPL only for those courses required for their program of study; this may include general education and elective courses.
3. CPL credit may be awarded to students who show a level of learning comparable to the objectives and outcomes required for course completion. Students must meet and document a minimum of 80 percent of course outcomes in order to be awarded credit for any given courses.
4. Credit for prior learning may be awarded for courses with prerequisites at the discretion of the faculty and academic dean. Credit allowances for un-earned prerequisite courses will be satisfied with elective credits.
5. A maximum of 42 credits of transferable degree requirements (eg. Associate of Arts, Associate of Science) can be satisfied by receiving academic credit through PLA. For non-transferable degree programs (eg. Associate of Applied Science and Diploma), the maximum credits that may be satisfied through PLA may vary.
6. Credit residency requirement: At least nine credits must be earned at NICC for a Diploma, and 18 credits for an Associate of Arts, Associate of Science, Associate of Applied Science degree or an Associate of General Studies degree. Credits earned through CPL (with the exception of NICC non-credit to credit transfer) will not be considered for this requirement in the award of diplomas or degrees.
7. NICC will allow the transfer in of credits earned at another postsecondary institution as long as those credits correlate to a specific course that is required for the student's program major and given that the course in question is equivalent to a required NICC course.
8. Students may not receive CPL for courses already successfully completed at NICC or another post-secondary institution.
9. Students may not use financial aid to pay for charges related to Credit for Prior Learning.
10. NICC does not guarantee that another post-secondary institution will accept CPL credit in transfer. Students interested in transferring to another college should verify CPL transfer policies with that institution.
11. Application for Credit for Prior Learning does NOT guarantee an award of credit.

## **Course Transfers**

- a. The College accepts credits from other accredited colleges and universities in which a minimum grade of C- has been earned.
- b. Students who desire to transfer credit to NICC are required to provide the Admissions Office with an official transcript.
- c. Courses which correspond to an equivalent NICC course are transferred at face value and may be used to fulfill program requirements.
- d. Higher level coursework may be transferred in and substituted for program requirements upon recommendation of the Registrar's Office and approval of the academic dean.
- e. The student is required to provide the Registrar with a copy of the transferring course guide if a question exists regarding the equivalency of the course.
- f. Courses completed more than five years ago may be transferred in upon approval of the academic dean.
- g. Grades for courses transferred to NICC are not computed in the students GPA
- h. If a student changes his/her program, an evaluation will be completed for the new program.
- i. There is no fee to award credit for transferred coursework.

For further information, refer to [www.nicc.edu/transfer](http://www.nicc.edu/transfer)

## **Articulation of High School Courses**

- a. Students enrolled in high school courses with mutually agreed upon competencies between the high school and NICC program faculty and dean may receive articulated credit for NICC non-transfer level career and technical courses.
- b. Students must attend NICC within 15 months of high school graduation to be eligible for articulated credit.
- c. Articulated credit is entered on the NICC transcript after the student has accumulated 12 NICC credits post-high school.
- d. Articulated courses are recorded on the student's transcript without a grade and are not included in the calculation of the student's credit grade point average (GPA).
- e. There is no fee to award credit for articulated coursework.

For further information, refer to [www.nicc.edu/transfer](http://www.nicc.edu/transfer)

## **Credit for NICC Non-credit Course Completion**

- a. A student who completes a pre-approved non-credit course section at NICC may be eligible to earn semester hour credit that can be applied toward a certificate, diploma or degree. In order for the credit to be awarded, the non-credit course must meet the competencies of the credit course, as determined and approved by the academic dean and the vice president of academic affairs, prior to the start of each course section offering. The student must successfully complete the course, as defined in the pre-approval process, in order for credit to be transcribed.
- b. The credit is recorded on the student's transcript without a grade, and will not be included in the calculation of the student's credit grade point average (GPA).
- c. Credit received by non-credit course completion may be used to fulfill certificate, diploma and degree requirements. Credit received by non-credit course completion may also be used to satisfy the credit residency requirement for any certificate, diploma or degree.
- d. Acceptance of non-credit coursework does not guarantee admission to the College or an academic program. The student must submit an application and meet all requirements for admission in order to register for credit courses.
- e. There is no fee to award credit for non-credit NICC coursework.

For further information, refer to [www.nicc.edu/transfer](http://www.nicc.edu/transfer)

### **Credit for Learning from Business, Industry & Training Entities**

- a. Learning experiences offered by a postsecondary institution, business entity or professional industry training entity may include credit bearing courses, certifications, non-credit bearing classes, workshops and planned experiential learning events.
- b. The review of credentials is done on an individualized basis by the academic dean and program faculty who will determine applicability to program requirements.
- c. Guidelines established by the American Council on Education (ACE) assist the College in PLA; ACE is an organization that works with companies and labor unions to evaluate internal training courses for college credit”.
- d. There is no fee for credit for sponsored learning.
- e. These courses are not computer in the students GPA.

For further information, refer to [www.nicc.edu/transfer](http://www.nicc.edu/transfer)

### **National Recognized Proficiency Examinations**

Standardized examinations are a means of recognizing subject area knowledge and mastery of established content. Credit is awarded through the successful completion of these examinations.

- a. There is no fee to award credit for proficiency examinations.

Standardized examinations recognized by the College include:

- i. Advanced Placement (AP) Exams: Exams taken in high school to evidence superior student achievement.
- ii. College Level Examination Program (CLEP): The CLEP program is a means of recognizing informal education experience through successful examination on post-secondary content area. Two forms of the CLEP exams are available: the General examination, which measures college-level achievement in general education areas usually covered in the first two years of college, and the Subject Examination, which measures achievement in specific college courses.
- iii. Defense Activity for Non-Traditional Education Support “DDST” or “DANTES Subject Standardized Tests”: These tests, originally created for military personnel to evidence learning, are now also open to the general public.
- iv. Excelsior Examinations, New York Foreign Language Proficiency “UExcel Exams” or “NYUFLP”:
- v. Other exams: Student scores on other nationally recognized examinations will be reviewed on an individual basis.

For further information, refer to [www.nicc.edu/transfer](http://www.nicc.edu/transfer)

### **Course Examinations Designed by NICC faculty**

College faculty, following guidelines established by the vice president of academic affairs, may offer cumulative examinations for students to pass out of program courses. Opportunities for these examinations are at the discretion of the academic dean.

- a. The minimum performance level for earned credit will be equal to a “C-” grade or higher.
- b. Students seeking credit by examination must do so prior to or during the first week of the semester in which they request to have the credit transcribed.
- c. Credit by examination will be recorded on the NICC academic transcript with the grading symbol “T”. The course information will also be noted on the transcript.
- d. Students are required to pay 50 percent course tuition and full fees for credit granted by course examination.

For further information, refer to [www.nicc.edu/transfer](http://www.nicc.edu/transfer)

### **Credit for Military Experience**

Credit may be granted to veterans for educational experiences completed in the Armed Forces of the United States or for college work completed through the United States Armed Forces Institute. Credit may also be accepted from other institutions participating in the Servicemen's Opportunity College "SOC". Credit may be awarded for successful completion of technical or specialized training attended while on active duty to the extent that it is applicable to program content. Students are required to provide an official military transcript (AARTS or SMART) to the College. The College considers the recommendations for Credit in the Guide to the Evaluation of Educational Experiences in the Armed Services of the Office of Education Credit of the American Council on Education.

- a. There is no fee to award credit for military experience.

For further information, refer to [www.nicc.edu/transfer](http://www.nicc.edu/transfer)

### **Credit for Life Experience (Portfolio/Skills Assessment)**

Students who are able to demonstrate skills and achievements through their life experience (e.g. employment, volunteerism) prior to enrollment in a given course may be eligible for credit for life experience. Through the development of a portfolio, students must demonstrate they have met a minimum of 80 percent of the course objectives and units of instruction for which they are seeking credit. The portfolio must evidence knowledge that can be supported through the demonstration of competence, written or oral examination and documentation from a current or past employer. The review and evaluation of student achievement will be conducted by a faculty member familiar with the discipline in which the student is seeking credit.

- a. Credit for life experience is at the discretion of each individual department and limited to the courses within that department.
- b. Students must submit a separate portfolio for each course he/she is seeking credit. Before submitting your portfolio, it is recommended that you make a copy for your files in the unlikely event that it may be lost during shipment. Include the evaluation fee of \$50 (nonrefundable) per portfolio with your packet and mail or deliver to the Dean of your program.
- c. General education courses and any course in which a CLEP exam is offered are not eligible for credit for life experience.
- d. Portfolio credits are not accepted from another postsecondary institution.
- e. There is a limit of 18 credits for portfolio completion.
- f. When credit is granted, an invoice will be sent indicating \$50 per credit granted, minus the portfolio review fee. For example, if you are awarded credit for a three-credit course, the balance due will be \$100 (\$150 minus \$50 paid when the portfolio was submitted.) Fees are due within 90 days of assessment and before credit will be recorded on your transcript.
- g. Credit for Life Experience will be recorded on the NICC academic transcript with the grading symbol "L". And the grade will not be computed in the students GPA.

For further information, refer to [www.nicc.edu/transfer](http://www.nicc.edu/transfer).

### **Dean's List**

Students who have completed nine or more credit hours and achieved a 3.5 or better GPA in any semester are honored by being named to the Dean's List. This list is submitted to area newspapers for publication each semester.

### **Dishonesty and Cheating**

Academic dishonesty will not be tolerated in any course at NICC. Plagiarism and other forms of cheating are examples of such dishonesty and are subject to review and possible sanctions as outlined in the NICC Student Conduct Code.

Plagiarism includes, but is not limited to, the following:

- Use direct quotes without quotation marks and textual citation of the material;
- Paraphrase without crediting the source;



- Present another's ideas as their own without citing the source;
- Submit material developed by someone else as their own (this includes purchasing or borrowing a paper or copying a disk);

Cheating includes, but is not limited to, the following:

- Copy someone else's exam or homework;
- Purposefully allow another student to copy their work or submit work they have written as their own;
- Refer to a text, notes or other material during an exam without authorization to do so;
- Submit a paper or assignment for which so much help has been received that the writing is significantly different from his/her own;
- Possess a test copy and/or test answers without authorization;
- Pass test answers to another student before, during or after a test.

A copy of the disciplinary action and appeal process may be obtained from the Deans Office.

### **Family Education Rights and Privacy Act (FERPA)**

The Family Education Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights belong to any student who is or has been in attendance at Northeast Iowa Community College (NICC). Attendance is defined as physically attending and/or participating in any NICC course. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the college receives a request for access. Students should submit written requests to the Registrar that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, the Registrar will advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College registrar, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA.

The College also advises students that:

1. The College may deny access to the following classes of records: financial information submitted by parents; confidential letters or recommendations to which the student has waived rights of inspection; private records of instructors, counselors or administrators kept in their own use; alumni records which contain only directory information and information collected after the student has left the college; and medical, psychiatric, psychological or similar records.
2. The College may disclose educational records without consent of students to the following:
  - Personnel within the College who maintain educational records and those with a legitimate educational interest, including faculty or staff who deal with the student and carry out education studies and employees designated by them to assist in these tasks. NICC defines "legitimate educational interest" as "needs the record(s) to carry out employment responsibilities." Therefore, any College employee or person acting on behalf of the College may have access to student records without the student's written consent if that person needs the access to carry out his/her employment responsibilities;

- Officials of other colleges or universities in which the student seeks to enroll, with a notice of the disclosure being sent to the student's last known address;
  - Organizations conducting studies approved by the college having educational value or concerning financial aid;
  - Accrediting organizations approved by the college carrying out their accrediting functions;
  - Persons in compliance with a judicial order or a lawfully issued subpoena within a reasonable period of time after the notice of the disclosure has been sent to the last known address of the student, unless the terms of the subpoena forbid advance notification;
  - Persons in an emergency if, in the judgment of an official in charge of the records, knowledge of the information is necessary to protect the health or safety of the student or other person.
3. The College may disclose, without the written consent of the student, "directory" type information unless the student specifies to the contrary as described below. Directory information includes: student name, address, email address, phone number, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (e.g. full-time or part-time, number of credits), participation in officially recognized activities and sports with height and/or weight of team members, current membership in clubs, degrees, honors and awards received, academic honor roll, high school and other colleges attended, and the most recent educational agency or institution attended.
  4. Students may refuse of disclosure directory information by filling out the appropriate form in the Registrar's Office within ten calendar days of the beginning of the semester in which enrollment occurs. If the Order to Prevent Disclosure of Directory Information is filled out any time after this ten-day period, the College cannot guarantee that information was not released prior to the non-disclosure request. Students may either choose individual categories or have everything withheld. The request for withholding will remain in effect until the student rescinds it in writing.
  5. When personally identifiable information other than directory information is released, a notice will be given that the recipients are not permitted to disclose the information to unauthorized persons without written consent of the student. College personnel will be informed annually of this restriction and their responsibilities under this Act so that individual notices will not be required.

FERPA rights cease upon death. However, it is the policy of Northeast Iowa Community College that no records of deceased students be released for a period of 25 years after the date of death unless specifically authorized by the executor of the estate of the deceased or by the next of kin.

### **Fraudulent Academic Credentials**

Any person seeking to become a student at NICC who submits a fraudulent or altered academic credential to the College or who is found to have fraudulently altered NICC academic credentials or records will be subject to penalties including suspension or expulsion from the College and/or legal prosecution.

### **Grading System**

Northeast Iowa Community College (NICC) uses the four point grading system. Letter grades are assigned to represent levels of accomplishment: Credit for graduation is granted for the following grades: A, A-, B+, B, B-, C+, C, C-, D+, D, D-, L, P and T. In programs that have a minimum C- policy for all courses, credit for a D grade is not given. Instructors have the option of assigning plus/minus grades,

A-	3.67	A - Excellent	4.00
B - Above Average	3.00	B+	3.33
C+	2.33	B-	2.67
C-	1.67	C - Average	2.00
D - Below Average	1.00	D+	1.33

F - Failure	None	D-	0.67
L - Credit for Experiential Learning		I - Incomplete	
O - Grade Requit (New Start)		N - Audit	
Q - No Credit/No Pass		P - Credit Earned/Pass	
T - Credit by Examination (Test Out)		R - Required/No Credit	
X or <R - Course Repeated		W - Withdrew	

## Grade and Cumulative Grade Point Average

The grade point average is determined in the following manner:

1. Allow four points for an A, three points for a B, two points for a C, one point for a D and zero points for an F. Multiply the number of points equivalent to the letter grade received in each course by the number of credit hours for the course to arrive at the quality points earned in each course.
2. Divide the sum of quality points by the total number of credit hours. The quotient represents the grade point average for the semester.

The cumulative GPA is determined in the same manner as the GPA except that all of the student's work at NICC is used in the compilation.

Instructors will specify the grading standards used for each course which may include plus/minus grading. A "C-" grade satisfies minimum academic requirements for courses that currently fall under the minimum "C" policy. However, a minimum 2.0 cumulative GPA is required for graduation.

## Grading Policies

Grades will be available online at the end of each term. Students can access grades at [mycampus.nicc.edu](http://mycampus.nicc.edu). Grades will not be given out over the phone. Questions regarding specific grades should be directed to the course instructor.

### Incomplete Grading Policy

A temporary grade of "I" (*incomplete*) may be given for work that is not completed when the student is passing at the time of request, but special circumstances beyond the students' control prevent completion of the course. It is not used to give a failing student an opportunity to re-do unsatisfactory work or to allow more time to complete the work when the reasons for the delay have been within the student's control. In general, failing the final exam or project or not submitting coursework as a result of inadequate preparation or learning are not valid excuses.

To qualify for an "I" grade, the student will need to sign an Incomplete Contract agreement with the instructor which documents the reason for the "I," the requirements remaining for resolving it and the date by which it must be completed, not to exceed midterm of the following semester. The instructor then enters an "I" as the final grade and submits the Incomplete Contract Agreement to the Registrar. If an "I" grade is not recorded as the final grade and the Incomplete Contract Agreement is not submitted, the department dean will assign a grade of "F" for that student.

If the student is not available at the end of the term to sign the Incomplete Contract Agreement because of ill health or other reasons, the instructor may assign an incomplete mark and submit the form without the student's signature. The Registrar's Office will mail a copy of the form to the student. The student has until the date designated on the contract or no later than midterm of the following semester to complete the remaining requirements. If the student has not contacted the instructor by the designated date to resolve the incomplete mark as set forth in the Incomplete Contract Agreement, the mark of "I" will automatically change to a grade of "F."

When a student completes the requirements specified on the Incomplete Contract Agreement, the instructor submits the appropriate grade on a Grade Change Form to the Registrar's Office. A final course grade, once submitted to the Registrar,

may not be changed to an incomplete (I) except to correct an error at the request of the instructor and with the approval of the instructor's department dean. The instructor should send a Grade Change Form reporting the change and an Incomplete Contract Agreement to the appropriate dean who will forward them to the Registrar if the change is approved.

If a student completes an Incomplete Contract Agreement for a course that serves as a prerequisite for an advanced level course, they will not be allowed to enroll in the advanced course until the incomplete grade is resolved.

### **Non-credit (Audit) Policy**

The audit option provides students the opportunity to attend a class as a non-credit participant, usually as a listener-observer. This alternative may have value for students who want an introduction to a subject outside their major field, a review or refresher in a subject or for other purposes where credit and grade are not needed or would pose an unnecessary academic threat. Students will have the option of completing assignments and taking examinations.

Audit enrollment carries no credit or grade point value, and said status will be recorded on the student's transcript as an "N." No inference is made about the quality of a student's mastery of the course subject matter.

A 50 percent reduction in the standard tuition rate is available to students who elect noncredit (audit) status prior to the beginning of the term. Course fees and other charges are not reduced for audit status. Students wishing to change to noncredit (audit) status after the beginning of a semester will pay full tuition and must make this change by three-fourths of the way through the course on a Withdrawal/Audit form in the Student Services Office.

Caution is advised in the use of an audit as the course must be repeated for a letter grade if credit is desired at a later date. An audited course cannot be changed to a graded course once the semester has started.

Refunds for audited courses will be subject to the standard college refund policy. The reduced audit rate will not apply to course fees, lab courses, on-the-job training courses or courses within health programs that have a clinical component.

### **Course Final Grade Appeal Process**

The assessment of the quality of a student's academic performance is one of the major professional responsibilities of College faculty members and is solely and properly their responsibility. It is essential for the standards of the academic programs at NICC and the integrity of the certificates, diplomas and degrees conferred that the professional judgments of faculty members not be subject to pressures or other interference from any source.

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

At any time, a student may seek the assistance of a College counselor regarding the procedure in appealing alleged capricious grades or the merits of a particular case. Capricious grading is limited to one or more of the following:

- The assignment of a grade to a particular student on some basis other than performance.
- The assignment of a grade to a particular student by more exacting or demanding standards than were applied to other students.
- The assignment of a grade which represents a substantial departure from the instructor's written standards given to the student at the beginning of the course.

During the term, grading concerns will be dealt with according to departmental guidelines. Student appeals for a course final grade change must be initiated within forty-five (45) business days following the end of the semester in which the grade was assigned. A copy of the Final Grade Appeal Policy and form can be obtained from the Registrar's Office.

## **New Start Policy**

The New Start Policy is intended for students who change to a new program of study after receiving unsatisfactory grades in a previous program (cumulative GPA below 2.0) at NICC. To be eligible for New Start consideration, these requirements must be met:

1. Students must not have been enrolled at NICC for three consecutive terms;
2. Students must be enrolled in a new program of study, regardless of whether it is arts and sciences or career and technical;
3. Students must not have graduated from any program at NICC;
4. Student must currently be enrolled and have successfully completed 12 semester hours (that impact GPA) in the new academic program with a cumulative major GPA of 2.50 or better; and
5. Students must not have successfully completed any high school/dual credit coursework.

Students should begin the process by discussing their option to apply for a New Start with their advisor. If a student determines they would like to proceed to petition for a New Start, they will need to request a "New Start Petition" through the Registrar's Office.

If a student is granted a New Start, the following six conditions will apply:

1. The New Start policy is a one-time-only option, and once granted, the New Start may not be rescinded.
2. A New Start may only be applied to academic terms completed prior to the student's extended absence.
3. All academic work taken prior to the student's enrollment in the new program will be removed from the student's GPA calculation and degree requirements.
4. Courses are not removed from the transcript by a New Start. If a New Start is approved, all courses in the approved term(s) will receive a grade symbol "O." The approved term(s) will be any courses taken during terms prior to the student enrolling in new program. Grades earned for the term(s) specified in the request will not be included in the calculation of the student's cumulative grade point average.
5. Students will not be able to use any course with a grade symbol of "O" to meet graduation requirements.
6. This is an NICC policy only. Students will need to check with their transfer institution regarding cumulative GPA computation policies for incoming students. Please note that courses with an "O" grade may not be transferable to another institution.

## **Placement and Course Prerequisites**

To promote student success in academic coursework, Northeast Iowa Community College (NICC) places students in courses according to an evaluation of standardized test scores (ie. ACT®, ACCUPLACER®, ACT Compass® for Reading and Writing and ALEKS® for Math) and academic indicators such as high school GPA and past college credits earned. As a result, some students are required to take co/prerequisite courses that help develop the necessary skills to succeed in college course work.

Students will be dropped from a course if they have not met the prerequisite. The student will be notified of this action as it may impact his or her financial aid, tuition and program length. Course prerequisites and co-requisites are listed in the College Catalog under Course Descriptions, on Educational Plans or online when searching for courses. Questions regarding a course prerequisite should be directed to an advisor or the appropriate department dean.

## **Policy on Student Names**

The name on a student record should be the student's complete and legal name. Students may change their name or other demographic information on record at NICC (address, phone number, email address, emergency contact) by submitting a Personal Information Change Form or via a written request to the college.

In the case of a first name change or first and last name change request, NICC reserves the right to require appropriate documentation, as warranted. Documentation must include a court approved name change document in addition to one of the following; social security card, driver's license, birth certificate, adoption papers, marriage certificate, citizenship papers or other appropriate records.

## **Repeating Courses**

Students may wish to repeat a previously taken course. A student who wishes to repeat an NICC course to improve the grade will need to repeat the same course at NICC. Both courses will be shown on the permanent transcript. The original grade will have <R designated next to it. A student may not repeat the course and then choose the better of the two grades. Only the most recent course will be computed in the cumulative grade point average.

## **Residency Status**

A student enrolling at NICC shall be classified as a resident or non-resident of the state of Iowa based upon information furnished by the student on their application for admission and all other relevant information available about the student. The student shall remain a non-resident for tuition purposes unless the student changes their permanent residence to the state of Iowa and submits a Request to Change Residency Status to the Registrar.

To be determined a resident of Iowa, the student must document residing in the state of Iowa for at least 90 days prior to the beginning of the semester in which he/she is enrolling. A brief statement explaining his/her main purpose for moving to Iowa is required. The student must not have moved to the state of Iowa primarily for educational purposes; students who are in the state of Iowa for educational purposes cannot be granted residency status.

The student must also submit the Request to Change Residency Status prior to the start of the semester for which the change would become official along with three supporting documents from different sources that include a date ninety (90) days prior to the start of the semester for which the change is sought. The following are examples of acceptable documentation:

- Written and notarized documentation from an employer that the student is employed in Iowa or a signed and notarized statement from the student describing employment and sources of support.
- Iowa state income tax return.
- An Iowa driver's license.
- An Iowa vehicle registration card.
- An Iowa voter registration card.
- Proof of Iowa Household credit on property taxes.

If a student gives misleading or incorrect information for the purpose of evading payment of non-resident fees, he or she must pay the non-resident fees for each semester the student was not officially classified as a non-resident.

It is the responsibility of the student to request a reclassification of residency status. If a student is reclassified as a resident for tuition purposes, such classification shall be effective beginning with the next term for which the student enrolls. In no

case shall reclassification to residency status be made retroactive for tuition and fee purposes, even though the student could have previously qualified for residency status had the student applied.

For more information or to obtain a copy of the Request for In-State Residency Status, contact the Registrar.

### **Standards of Academic Progress**

A student who has attempted nine or more credit hours is expected to maintain a 2.0 cumulative minimum GPA (grade point average). Any student failing to maintain a 2.0 GPA will be considered on academic probation status. The student may return to good academic standing when the cumulative GPA is raised to 2.0 or higher.

Students are strongly encouraged to meet with an academic advisor or counselor and utilize support resources when experiencing academic difficulty.

### **Standards for Healthcare Career Programs**

The Iowa Community College health education leaders have established Iowa Core Performance Standards that identify the abilities essential for effective performance in a healthcare career program. Students with disabilities are strongly encouraged to contact the program dean to review these performance standards prior to beginning coursework toward a health care degree. The dean will work with the student and the disabilities coordinator to determine if reasonable accommodations can be made. Potential applicants are required to provide all documentation related to the disability, including a medical evaluation, prior to meeting with the program dean. These materials must be submitted in accordance with the institution's Americans with Disabilities Act (ADA) Policy. The final decision for program entry will be made by the program dean and compliance.

### **Minimum Grade Requirements for Health Occupations**

Students enrolled in health occupations programs must pass all required coursework with a minimum of a C- grade. However, a minimum 2.0 cumulative GPA (C grade average) is required to graduate from the program and the College. Students should work with their academic advisor to ensure grade requirement compliance.

### **Students Called to Active Duty**

NICC provides reasonable options for students called to active duty who are members of the Iowa National Guard or reserve forces of the United States and the spouses of such members if the members have dependent children when they are ordered into active duty. Students will be required to meet with the VA Certifying Official and submit a copy of their assignment orders or letters from their commanding officers. A copy of the full policy may be obtained from the Registrar's Office.

### **Student Record Retention Policy**

NICC retains the official academic record (transcript) of enrollment and credits earned in perpetuity after a student's last enrollment.

Students who believe an inaccuracy exists in their official academic record (transcript) must notify the Registrar's Office within 45 days of the start of the next semester or following graduation. After 45 days, a written appeal must be submitted to the appropriate dean. The official academic transcript is regarded as the final record of academic accomplishment, and in no event can a grade be appealed after six months.

### **Transfer of Credits**

Students considering transfer to another college or university should contact that institution's Registrar early in his/her course of study at NICC. Transferability of credit earned in any course at NICC is determined by the college to which the student is transferring.

Transfer preparation should include the following:

1. Decide on a major field of study. For assistance, contact an academic advisor, NICC counselor, dean or faculty member.
2. Identify colleges that offer your major field, study their catalogs, log onto their websites and visit with their college representatives (some college representatives visit NICC campuses throughout the year). Discuss transferability of courses and programs from NICC.
3. Narrow your choice to three or four colleges and visit their campuses. If you have not already done so, visit with their admissions personnel and major department deans. If possible, a written document setting a plan of study should be secured.
4. Work with your NICC advisor to select the coursework needed to meet the institution's requirements.
5. Changes in your educational plans should be discussed with your NICC advisor.
6. If you have CLEP or military credits you wish to transfer, you will need to review those credits with the college or university to which you are transferring.
7. Scholarships specifically for transfer students may be available at the college or university to which you are transferring. Check with the Financial Aid Office at NICC and the transfer institution for additional information.

### **Transcripts**

A permanent academic record is prepared for every registered student. The record is maintained in the Registrar's Office and administered in accordance with the Family Education Rights and Privacy Act of 1974. Records are confidential, and transcripts will be issued only upon written request by the student or former student. Transcript requests may be made at [www.nicc.edu/transcript](http://www.nicc.edu/transcript), by email or by fax. Transcripts given or mailed to the student are considered unofficial and will be stamped with "Issued to Student."

Transcripts will not be issued until all financial and other obligations with the College have been met. Transcripts from high schools and other colleges or universities that have been sent to NICC for student files cannot be copied.

Any requests for more than five transcripts at one time are subject to a \$5 fee per transcript. Requests will be honored as quickly as possible in order of receipt. However, expect some delay during peak periods (i.e., registration and end of semester).

## **GRADUATION INFORMATION**

### **Application for Graduation**

Students who plan to receive a degree, diploma or certificate must file a Graduation Application with the Registrar by the posted deadline of the semester in which they plan to complete their program.

Final grade checks will be made after the end of the semester, and awards will be sent to all successful graduates by mail to the address listed on the graduation application. If graduation requirements are not met, the student will be notified and required to reapply for graduation.

It is the responsibility of the student to know and to observe the requirements of his/her curriculum and the rules governing academic work. Although the advisor will attempt to help the student make wise decisions, the final responsibility for meeting the requirements for graduation rests with the student.

### **Commencement**

Commencement ceremonies are held in May each year. Participation in commencement is voluntary for students who have filed a Graduation Application with the Registrar. Participation does not guarantee that the student will officially graduate. Students eligible for participation in commencement are those within eight credit hours of earning their degree or who are registered in their last semester of a program sequence. Students who are more than eight credit hours away from



completion of their program or who are not in the last semester of a program sequence must petition the Registrar's Office for permission to participate in commencement. Students who wish to have their names listed in the commencement program must submit their graduation application by the posted deadline. The commencement program will include the student's name, program of study, degree earned and honors designations based on a 3.50 cumulative GPA at the end of the previous semester.

## **Graduation Requirements**

The requirements for graduation at NICC are those specified in the College catalog at the time a student declares a major at the College. However, any student may elect to meet the requirements stated in any later catalog. Students who do not complete requirements for their major within four years will be subject to the current catalog or any preceding catalog within four years. Students not enrolled for two consecutive semesters or more will be subject to the current catalog requirements. Students changing or adding majors will be subject to the catalog in effect at the time of change.

Full requirements of the chosen major must be met; adjustments will be made in instances where requirements have changed and courses are no longer available. When a student has completed higher level coursework than required for their program, those courses may be used at the discretion of the Registrar to fulfill program requirements. Students may consult an advisor with questions about how courses they have completed fulfill degree requirements or how courses they plan to take will apply to their degree requirements.

Students should be aware that course prerequisites and/or the need for developmental work in English, mathematics or reading may extend the time necessary for completion of NICC degrees, diplomas or certificates. Demonstrated computer literacy is a requirement for graduation.

**STUDENTS ARE ELIGIBLE TO GRADUATE WHEN THEY HAVE FULFILLED THESE REQUIREMENTS:**

1. Completed all of the program requirements.
2. Maintained a 2.0 or better cumulative GPA within that program.
3. Completed all required courses with a passing grade. (Certain programs require a minimum grade of C- in some or all courses.)
4. Paid all fees and other financial obligations to NICC.
5. Returned all library materials.
6. Filed a Graduation Application by the posted deadline.

## **Reissue of Diploma**

Graduates may request a diploma be reissued when a sufficient reason is shown. The Request for Reissue of Diploma form must be completed and submitted to the Registrar's Office with the required \$25 fee. The replacement diploma will bear the signatures of current College officials with a "Reissued" notation.

## **Student Rights and Responsibilities**

### **Campus Emergencies**

If a campus emergency should arise, an alarm will sound or an appropriate announcement will be made. Emergency routes are posted in each room near the exit, designating escape routes and shelter areas. Fire and tornado drills are held on a regular basis.

## **Medical Emergencies**

A medical emergency may involve a person with any of the following symptoms: weakness, dizziness, paleness, chest pains, breathing difficulty, nausea, high pulse rate, heart palpitations, fainting and/or serious bleeding. In a medical emergency, the following steps should be taken:

1. Call 9-911 and then notify the switchboard (0) and report location (building, floor, room number or area) and the nature of the problem.
2. Make the person comfortable and attempt to keep the person calm. If certified in CPR and AED and the situation warrants, begin CPR.
3. Inform the person that the College will contact a family member on their behalf.
4. If medical service responders determine the person needs further attention, he/she will be transported to the hospital.
5. The staff or student who first happened upon or determined the medical emergency will initiate an emergency form-medical incident and submit to the Associate Vice President for Operations office immediately.

## **Simple Injuries**

This type of injury can be described as one that occurs from an accident while the individual is on campus. First-aid kits are available at the switchboard and at various areas throughout the campus buildings. All injuries must be reported to the campus provost or a campus dean or designee, with a medical incident report form filed within 24 hours.

## **Campus Closing**

If inclement weather would occur causing a delay or closure, the College will notify students by email and text messaging using the RAVE alert system. Postings will also be available from local media sources and on the college switchboard greeting. Students are encouraged to take advantage of the free RAVE alert system. Information to enroll in the RAVE alert system is available at the office of the Associate Vice President for Operations at the Calmar campus and on the MyCampus Rave task bar.

## **Campus Security**

### **Campus Visitor Conduct**

NICC is strongly committed to the safety of the College community. Safety helps to ensure a productive learning environment for students, faculty and staff. Campus visitors are expected to adhere to the same conduct expectations of the College community including civil, respectful and safe behaviors. NICC reserves the right to contact law enforcement officers to immediately remove anyone from College property who is deemed a threat to campus safety and security or who is disruptive to the learning and teaching environment. Such individuals will not be permitted to re-enter College property and will be notified in writing about the duration of their exclusion from College property.

### **Clery Act Annual Security Report**

In 1991, the U.S. Congress passed the Student Right-to-Know and the Campus Security Act, which requires colleges to report the three previous years of statistics on murder, sex offenses, robbery, aggravated assault, burglary and motor vehicle theft and statistics on arrests for drug and alcohol violations and weapons violations. In 1998, Congress passed an amendment renaming the act to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and required that all crimes motivated by hate or bias be included in the statistics. The Violence Against Women Reauthorization Act of 2013, Public Law 113-4, Section 304, requires the College to comply with all state and federal laws regarding sexual assault and all forms of sexual misconduct including intimate partner violence, stalking, dating violence, sexual violence, sexual harassment and domestic violence. Information concerning sex offenders in the NICC district can be found at [www.iowasexoffenders.com](http://www.iowasexoffenders.com).

NICC campus crime statistics are published in the Campus Security Report, and can be found at [www.nicc.edu/aboutnicc/studentandconsumerinformation](http://www.nicc.edu/aboutnicc/studentandconsumerinformation).

## **Hostile Person/Intruder on Campus Notification and Procedure**

The College can notify students and staff of a dangerous situation via email and text messaging using the RAVE alert system. Please take advantage of this communication tool. Instructions are available through the Associate Vice President for Operations Office.

## **Reporting Crimes**

NICC has recognized the importance of maintaining a safe and secure learning environment. Students and staff are encouraged to report all criminal and/or suspicious activity to the Associate Vice President for Operations office or designee. In the event of an emergency, call 9-911 to expedite the appropriate response by authorities. All reports will be investigated.

## **Security Procedures**

The College security procedures for a hostile person/intruder on campus guide staff response if they witness behavior that includes, but is not limited to:

1. Conduct that is hostile, aggressive, physically threatening or passively resistant
2. Threats and/or presence of a weapon

The safest approach is to extract yourself from the direct threat environment and immediately contact staff or call 9-911 for assistance. When calling for assistance, please clearly state the location and nature of the incident.

When a security incident is activated, the NICC Incident Command Team or local law enforcement will manage the situation and all staff will follow their directions until relieved of their duties.

Students and staff are encouraged to view the "Run, Hide, Fight" video posted at [www.nicc.edu/emergency](http://www.nicc.edu/emergency).

## **Service Animals on College Property**

The College requires students who use service animals to contact the Disability Services Coordinator to register as a student with a disability. Higher education institutions may not require any documentation about the training or certification of a service animal. The College requires proof that a service animal has any vaccinations required by state or local laws that apply to all animals. Service animal accommodation requests made by students will be reviewed and assessed by the Office of Disability Services (ODS) for consistency with applicable laws and policies. The College reserves the right to make special modifications, within the confines of applicable law, to policies to reasonably accommodate the person requesting the accommodation. Emotional support animals, comfort animals, and therapy animals are not service animals under Title II and Title III of the ADA.

Service animals are generally permitted to accompany people with disabilities on all College properties where students, faculty, staff, and visitors are allowed, in buildings/facilities. A service animals access to certain areas on College property may need to be limited should the service animal's presence create an undue hardship to the College. Service animals must be housebroken (i.e., trained so that it controls its waste elimination, absent illness or accident) and must be kept under control by a harness, leash, or other tether unless the person is unable to hold those, or such use would interfere with the service animal's performance of work or tasks. In such instances, the service animal must be kept under control by voice, signals, or other effective means. Individuals must comply with all applicable laws and regulations, including vaccination, licensure, animal health and leash laws.

Students needing a service animal are encouraged to work with the ODS prior to bringing the service animal to campus to ensure reasonable accommodations are appropriately provided to the student. The service animal handler can best provide recommendations for faculty, staff, and students on procedures to interact with service animals. The ODS can assist with this communication, if requested. Additional information can be accessed at [www.nicc.edu/disability](http://www.nicc.edu/disability).

Faculty and staff (or applicants for employment positions) needing a service animal are encouraged to contact NICC Human Resources Office prior to bringing the service animal to campus to ensure the accommodation request process is followed and reasonable accommodations are appropriately provided to the employee or applicant.

## Complaints:

Northeast Iowa Community College - ADA/504/EEOC Contacts

### Student Complaints:

Kelly McMahon

Executive Director for Risk Management

Peosta Campus, 236A

800.728.7367, ext. 477

[mcmahonke@nicc.edu](mailto:mcmahonke@nicc.edu)

### Employees Complaints:

Connie Kuennen

Executive Director of Human Resources

Calmar Campus, Administration, 108

800.728.2256, ext. 300

[kuennenc@nicc.edu](mailto:kuennenc@nicc.edu)

## Visitors with Minor Children

Visitors to campus who are accompanied by minor children are expected to provide direct supervision for the minor(s) at all times. In order to ensure the safety and security of children and to safeguard the educational and work environment of the college, no employee, student, or visitor may leave a child unattended. This includes campus buildings, campus grounds, or in vehicles in the college parking lots. Nor shall a child be left with a college employee, unless that employee is supervising the child in an authorized capacity for a program or activity in which the child is enrolled. Children are not permitted to be visitors in college classes, even if accompanied by an adult.

## Campus Sexual Violence Elimination (Save) Act and Women Against Violence Act (VAWA)

The Campus SaVE Act seeks to address the violence women face on campus: the highest rates of stalking, and the highest risk of nonfatal intimate partner violence. In 2013, federal legislation strengthened and reauthorized the Violence Against Women Act (VAWA). Included in the bill was the Campus Sexual Violence Elimination Act (Campus SaVE), which amends the Jeanne Clery Act and affords additional rights to campus victims of sexual violence, dating violence, domestic violence and stalking. This bill requires colleges to adopt certain institutional policies to address and prevent campus sexual violence, such as to train students on awareness topics relating to sexual misconduct including domestic violence, dating violence and stalking.

## Education and Awareness

NICC provides quality educational programs for its students and staff on social and contemporary issues. Guest lectures, video presentations and seminars are held to provide information to our College community about such areas as peer pressure resistance, health concerns, rehabilitation and awareness. When applicable, instructors provide educational information concerning social and contemporary issues within the academic environment.

## Sexual Respect and Title IX

NICC expects that all members of the College community – students, faculty, staff and friends – should be able to pursue their education and work in a safe environment, free from sexual coercion, violence or intimidation. The College is committed to fostering a safe campus environment where sexual misconduct and violence are unacceptable, and where survivors or those who believe they were harmed by another person are provided support and avenues of remedy as appropriate. All members of the College community are expected to conduct themselves in a manner that is respectful of the rights of others. The Title IX efforts of NICC are focused on education and training to encourage a climate of sexual respect.

Report an incident online or contact the Title IX Coordinator or any NICC employee, to report a concern that involves sexual violence or harassment. If you are faced with an emergency or crisis, dial 911. NICC offers a confidential resource person on each campus. If you would like to speak to a confidential resource, contact a Campus Counselor.

Sometimes people are afraid to report sexual violence or harassment because drugs or alcohol are involved. The College's highest priority is the safety of everyone on campus. The use of alcohol or drugs never makes the person who was victimized at fault for sexual violence.

The College prohibits any form of retaliation against a complainant. Any allegations of retaliation will result in an immediate investigation and appropriate action consistent with the College's due process procedures.

Additional information, including a comprehensive list of support resources, can be found at [www.nicc.edu/titleix](http://www.nicc.edu/titleix)

### **Communicable Disease Responsibility**

NICC believes students or employees with communicable diseases should be allowed to attend to their regularly assigned duties as long as they are physically able to perform the tasks assigned to them and as long as their attendance does not create a substantial risk of transmission of the illness to students or employees in the College. The College will make every effort, in light of the individual's circumstances, to provide the least restrictive environment for continued attendance.

### **Consumer Information**

Pursuant to the Higher Education Opportunity Act, the following information will be made available to currently enrolled and prospective students online at [www.nicc.edu](http://www.nicc.edu), and upon request.

- Family Education Rights and Privacy Act (FERPA) rights.
- Contact information for assistance in obtaining institutional or financial aid information.
- Information on all need-based and non-need based federal, state, local, private and institutional financial assistance programs, terms and conditions of Title IV loans, criteria for selecting recipients for determining award amounts, eligibility requirements and procedures for applying for aid, methods and frequency of disbursements of aid, rights and responsibilities of students receiving Title IV aid, Satisfactory Academic Progress standards and terms of any loan received including a sample loan repayment schedule and the necessity of repaying the loan. Conditions applicable to employment provided as part of the financial aid package, and the exit counseling information the school provides and collects.
- Information about facilities and services available to students with disabilities.
- Information about the cost of attendance, including tuition and fees, books and supplies, transportation costs and other additional cost for a program.
- Information on the school's refund policy, procedures for official withdrawal and requirements for Return of Title IV aid.
- Information about the academic programs including current programs, facilities that relate to the academic program, faculty and other instructional personnel and any plans for improving the academic program.
- Statement of the transfer of credit policies
- Policies and sanctions related to copyright infringement.
- Information regarding programs that are in part or in fully offered by another entity.
- Names of accrediting agencies and the procedures for obtaining and reviewing the documents that describe the accreditation approval or licensing.
- Written notice with information on the penalties associated with drug-related offenses.
- Vaccinations policies.
- Information posted on the College Navigator website.

- Information on student body and diversity.
- Net Price Calculator.
- ISBN and retail price information for required and recommended textbooks and supplemental materials for each course listed on the course schedule.
- Disbursement of books and supplies for Pell-eligible students.
- Drug and alcohol policies, procedures and support services.
- Completion or graduation rates of certificate or degree-seeking first-time, full-time, undergraduate students.
- Information regarding the placement in employment of, and types of employment obtained by, graduates of the school's degree or certificate programs.
- Retention rate of certificate or degree seeking, first-time, undergraduate students.
- Annual Security Report.
- Gainful Employment information required of all Gainful Employment academic programs.
- Information about state grant and loan information, loan disclosures, student rights and responsibilities and information on entrance and exit counseling for student loan borrowers.
- Code of Conduct for Educational Loans.

### **Illegal Drugs and Misuse of Alcohol**

It is the goal of the College to provide a safe and healthy environment for students and employees. The College shall comply with all state and federal laws, including Drug-Free Schools and Communities Act Amendments of 1989. NICC prohibits the possession, use, and distribution of alcoholic beverages by minors and illegal drugs by any person on the campus, at college-sponsored events and in college-managed property.

Students and employees who engage in prohibited conduct are subject to immediate disciplinary action, up to and including termination of employment, expulsion from the College and referral to law enforcement. Disciplinary sanctions may include the completion of an appropriate rehabilitation program.

### **Sex Offender Notification Policy**

Northeast Iowa Community College (NICC) maintains procedures that facilitate the prompt notification of appropriate personnel of the presence of an employee or student who is a convicted sex offender. Enrollment decisions and/or attendance stipulations for registered sex offenders are based on the specific details of each case.

Iowa Code Section 692A.3A states that registered sex offenders are required to notify the College of their status upon application to the College, enrollment in a non-credit College course or program or at such time they are placed on a sex offender registry during enrollment at the College. Failure to self-disclose at the time of acceptance or during enrollment could lead to dismissal from the College. In some instances, an individual may be required to obtain written permission from the College to enroll in courses or to continue in a particular program.

Students are to notify the Executive Director for Risk Management of their status on a sex offender registry by completing a registrant request form. The form is available at

[www.nicc.edu/aboutnicc/studentandconsumerinformation/sexoffendernotification](http://www.nicc.edu/aboutnicc/studentandconsumerinformation/sexoffendernotification)

### **Statement of Non-Discrimination**

Northeast Iowa Community College prohibits discrimination in educational programs, employment and activities on the basis of age, race, creed, color, sex, sexual orientation, gender, gender identity, national origin, religion, disability, pregnancy or genetic

information as required by the 1964 Civil Rights Act, Titles VI and VII; the 1972 Education Amendments, Title IX; the Age Discrimination in Employment Act of 1975 (ADEA); the Federal Rehabilitation Act of 1973, Section 504; the Americans with Disabilities Act (ADA) of 1990, Title II; Titles I and V; the Civil Rights Act of 1991, the Genetics Information Nondiscrimination Act of 2008 and the Iowa Code, Chapter 216.

It is also the policy of this district that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and variety of careers, roles and lifestyles open to everyone regardless of gender or gender identity in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion or disability. The curriculum should foster respect and appreciation for cultural diversity found in our country and an awareness of the rights, duties and responsibilities of each individual as a member of a pluralistic society.

Inquiries and grievances regarding compliance with applicable state and federal laws may be directed to the Executive Director of Human Resources, P.O. Box 400, Calmar, Iowa 52132, kuennenc@nicc.edu, 800.728.2256 ext 300 or the Executive Director for Risk Management, 8342 NICC Drive, Peosta, Iowa 52068, mcmahonke@nicc.edu, 800.728.7367 ext 477 or to the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661, 312.730.1560 or fax 312.730.1576.

### **Tobacco Free Environment**

It is the intent of Northeast Iowa Community College to provide a healthy environment for employees, students and visitors and to be in compliance with the Iowa Smoke Free Air Act (effective date July 1, 2008). In keeping with this intention, the use of any/all nicotine products is prohibited at all properties, including buildings, vehicles and grounds, owned by or leased by Northeast Iowa Community College. This prohibition is in effect both indoors and out-of-doors, including inside any vehicle located on property leased, occupied or owned by Northeast Iowa Community College. In addition to traditional tobacco products, e-cigarettes and vaping are also prohibited. This policy applied to all employees, students and visitors.

### **Student Conduct Code and Procedures**

#### **Civility Statement**

As an academic institution, Northeast Iowa Community College exists for the transmission of knowledge, the pursuit of truth, the development of students and the general well-being of society. Membership in this academic community places a special obligation on all members to preserve an atmosphere conducive to the freedom to teach and to learn. Freedom to teach and to learn depends on opportunities and conditions in and outside the classroom that foster respect, integrity, honor and civil conduct.

Northeast Iowa Community College defines civility as the art of treating others, as well as ourselves, with respect, dignity and care. Civility is demonstrated when we are sensitive to the impact that our communications, practices and behaviors have on others, and when we acknowledge each person's self-worth and unique contributions to the community as a whole. All members of the College community, students, faculty, staff and visitors have the right to work and learn in a safe environment which is civil in all aspects of human relations.

#### **Student Conduct**

All students are expected to comply with College policies, rules and regulations and not violate municipal, county, state or Federal law. Through voluntary entrance to the College, students indicate a willingness to adhere to the policies, rules and regulations of the College and acknowledge the right of the College to initiate appropriate disciplinary actions. Instructors are responsible for maintaining a classroom environment conducive to teaching and learning, and therefore, may remove any student from class for disruptive behavior or other disciplinary reasons. NICC students are responsible for knowing the information, policies and procedures outlined in this document. The College reserves the right to make changes to this code as necessary and once those changes are posted online, are in effect. Students are encouraged to check online at

[www.nicc.edu/catalog](http://www.nicc.edu/catalog) for the current versions of all policies and procedures. Hard copies of the Student Conduct Code are available to students upon request from a conduct administrator.

Although emphasis is placed on education and guidance in cases of misconduct, the College may take disciplinary action and/or civil and criminal actions against a person disrupting College business or processes in order to ensure the collective good of the community and to protect the rights of its members. The scope of authority of the College includes dismissing a student or visitor whose conduct is unsuited to the purpose of the College.

NICC retains the authority to immediately remove a student from an on-the-job training site, a clinical area, an observation, a class offered through any format, a student organization or the College property when a student's grades, performance, conduct or health may have a detrimental effect on the student, the College, other students, faculty or staff, customers, clients or patients of the cooperating agency. Students are responsible for all communication, including conduct related notices, delivered to their College email address.

## DEFINITION OF TERMS

- Academic Integrity Report: A document used by the College that identifies an alleged academic violation of the Student Conduct Code and details the facts that constitute the violation.
- Administrative Decision or Sanction(s): The disciplinary action taken by the conduct administrator (or designee) and/or the Student Conduct Hearing Board.
- College Administrator: Any individual or group employed by the College and given authority to make administrative decisions on behalf of the College.
- Conduct Administrator: A person employed by the College (or designee) in an administrative role with responsibility for and management of policies, protocol and processes upholding the Student Conduct Code.
- Board of Trustees: The Northeast Iowa Community College Board of Trustees.
- Business Day: Any day on which the College is open for business. This excludes holidays, All College Day and any weather or emergency related closings.
- The College: Northeast Iowa Community College.
- College Expulsion: Permanent separation from the College. The student is banned from College property and the student's presence at any College-sponsored activity or event is prohibited. This action may be reinforced with a trespass action as necessary.
- College Property: The College property, College facilities, or the College, which includes all the land, buildings, facilities, and other property, real or personal, in the possession of or owned, leased, used, controlled or managed by the College.
- Complainant: A member of the College community who has brought alleged violations under the Student Conduct Code against any student, group of students or student organization.
- Comprehensive Investigation: A comprehensive investigation takes place once it is determined through a preliminary investigation that there is reasonable cause to pursue a misconduct charge.
- Student Conduct File: The documents, recordings, evidence, etc. that pertains to the student conduct process.
- Due Process: Due process, as defined within these procedures, assures written notice of an alleged conduct violation and a conference or hearing before an objective decision-maker(s).
- Faculty Member: A person hired by the College to conduct academic instruction.
- Incident of Concern Report: A document used by the College that identifies a personal concern or alleged violation of the Student Conduct Code and details the facts that constitute the violation.
- Jurisdiction: The College authority governing student conduct.
- Policy: Written regulations of the College supplemented by consistent written regulations of the College found in the catalog, website or other official College publications.



- Preliminary Investigation: The initial review of available evidence leading to a decision of whether to pursue the investigation further based on reasonable cause.
- President: The chief executive officer of the College.
- Reasonable Cause: A fact or circumstance that justifies a reasonable suspicion.
- Responding Student: A student, group of students or a student organization that have been issued charges of a student conduct code violation.
- Staff Member: A person hired by the College to provide service and support to students and the academic mission of the College.
- Student: A person taking courses from the institution, full-time and part-time, credit and non-credit, studying in any method of delivery and includes any person who has applied for admission to the College.
- Student Advocate: A person who may attend a Student Educational Conference or Student Conduct Hearing in support of the responding student.
- Student Conduct Hearing: When formal charges are filed and the charges are not settled informally or in an Educational Conference, or if the formal charges lead to an Immediate, Interim Suspension from the College due to a perceived significant threat to the College community, the case will be heard by the Student Conduct Hearing Board.
- Student Conduct Educational Conference: When determined that there is sufficient evidence to pursue a comprehensive investigation and formal charges are filed, the Conduct Administrator may hold an Educational Conference with the responding student. The charges may be settled informally, may lead to conduct sanction(s) or may lead to a Conduct Hearing.
- Student Conduct Hearing Board: The Hearing Board consists of a chairperson and four members trained in conduct policy and procedure.
- Violation: An act, or omission to act, which violates a regulation, policy or administrative rule of the College or of the Board of Trustees.

### **Student Conduct Code Violations**

The NICC Student Conduct Code applies to all students and is enforceable at the time of application to the College or at the time of enrollment for non-credit classes. NICC students are expected to conduct themselves as good citizens of the College community by respecting the rights and property of others. Any person who commits, attempts to commit or incites/aids others in committing acts of misconduct may be subject to disciplinary procedures by the College. The following student conduct violations may be grounds for disciplinary action except when explicitly authorized by the College. However, this is not an exhaustive list of all behaviors that may be subject to disciplinary actions.

- Substantial obstruction/disruption of learning, teaching, administrative processes, disciplinary procedures or any College authorized function/activity.
- Unauthorized occupation/use of (or unauthorized entry into) any College property.
- Conduct which threatens or endangers the health/safety of any person on the campus or at any College authorized function/activity including, but not limited to, actual, perceived or threats of physical harm, violence, sexual misconduct, sexual assault and in general harm or threats of harm to others.
- Knowingly furnishing a false report or false warning that College property may be subject to a bombing, fire, crime, emergency or other catastrophe.
- Theft, defacement or damage to College property or to any agency/person on College property.
- Interference with any lawful right of any person on the campus including the right of access to College property.
- Animals are not permitted on campus with the exception of registered service animals and/or as permitted with advanced approval by College administration.

- Unlawful use, abuse, possession, selling, distributing or purchasing of alcohol or alcoholic beverages, prescription or non-prescription drugs, other controlled substances or drug paraphernalia.
- Use, possession or threats of or with firearms, ammunition, dangerous weapons, substances, materials, bombs, explosives, or explosive, incendiary devices prohibited by law is prohibited at or in any location owned, leased or used by the College or at any College sponsored activity or event. This prohibition includes possession in any vehicle at or in any location owned, leased or used by the College or at any College-sponsored activities or events. Weapons include, but are not limited to: knives, guns (including BB, paintball, pellet) firearms, tasers or simulations of any such items (devices that appear to be real). A weapon may also include an object designed for use or used in a manner to inflict harm to a human being or animal or to damage property.
- Off-campus conduct which directly and/or adversely disrupts or interferes with the educational or other functions of the College.
- Threatening behaviors such as verbal threats/abuse, humiliation, bullying, intimidation, stalking or harassment of any person of the College community sufficiently severe, persistent or offensive enough that it interferes with the victim's ability to benefit from the College's educational programming or activities. (*See Discrimination, Harassment and Retaliation Policy*).
- Sexual misconduct includes, but is not limited to, sexual harassment, nonconsensual sexual contact, nonconsensual sexual intercourse and/or sexual exploitation. (*See Sexual Respect and Title IX Policy*)
- Dishonesty in any form at any time prior to or during the college process. This includes forgery, falsification of records, misrepresentation and lying.
- Academic dishonesty in any form such as cheating and plagiarism.
- Unauthorized use or possession of property belonging to the College or any agency/person on campus.
- Inappropriate use of social media and/or college technology including cyber bullying. (*See Computer Systems Acceptable Use Policy*).
- Iowa law and the Board of Trustees Policy prohibit smoking or use of tobacco products within college buildings, on college grounds and in vehicles. This includes the use of any device that replicates the smoking experience, such as e-cigarettes. (*See Tobacco-Free Policy*).
- Evidence of violation of any local, state or federal law when substantiated through the College's conduct process.
- Gambling at a College-sponsored activity without specific authorization by the administration.
- Failure to comply with the directives of College personnel acting in the performance of their duties and/or failure to identify oneself to College officials when requested to do so.
- The use of vulgar, offensive, threatening or obscene language or behavior as determined by rational standards of civil behavior in a public environment.
- Operating a motor vehicle recklessly, so as to pose a threat to the safety of others, on campus or at College-sponsored activities off campus.
- Violation of College policies or regulations supplemental to the Student Conduct Code, which are published in any other official College publication.
- Retaliatory action taken by a responding individual or allied third party directed at an individual, group or any College representative.
- Abuse of or interference with the conduct process including, but not limited to: falsification, misrepresentation, concealing or destroying of any information related to a conduct case, attempting to discourage or influence another persons' participation or use of the conduct process, failure to comply with the sanctions imposed as a result of the conduct process or harassment (verbal, physical, electronic) and/or intimidation of any member(s) of the conduct proceeding prior to, during or following a conduct case.

## **Violations of the law**

Alleged violations of federal, state and local laws may be investigated and addressed under the Student Conduct Code. When an offense occurs under the Student Conduct Code jurisdiction, the College conduct process may go forward notwithstanding any criminal complaint that may arise from the same incident. The College Conduct process may occur before, during or after any other civil or criminal proceedings.

The College reserves the right to exercise its authority of an immediate, interim suspension upon notification that a student is facing criminal investigation and/or complaint. Complete grounds and procedure for the conduct sanction(s) of immediate, interim suspension are outlined later in this document.

## **Overview of Conduct Process**

Students should be aware that the student conduct process is quite different from criminal or civil court proceedings. Procedures and rights in the student conduct process are conducted with fairness to all, but do not include the same protections of due process afforded by the courts. Due process, as defined within these procedures, assures the student a written notice of a Conduct Code violation(s) and a conference or hearing before an objective decision-maker(s). No student will be found in violation of College policy without information showing that it is more likely than not that a policy violation occurred and any sanction(s) will be proportionate to the severity of the violation and to the cumulative conduct history of the student. Although consistency and fairness to all parties is a priority, procedures and timelines may vary based on the severity and complexity of the case.

### **STUDENT CONDUCT AUTHORITY**

The student conduct process is not intended to punish students; rather, it exists to protect the interests of the community and to challenge those whose behavior is not in accordance with College policies. When a student is unable to conform behavior to College expectations, the student conduct process may determine that the student should no longer share the privilege of participating in the College community. Student conduct/behavioral complaints, or other situations causing concern, may be reported through an Incident of Concern report which is located at [www.nicc.edu/incidentofconcern](http://www.nicc.edu/incidentofconcern). The College administration may act on a potential violation whether or not a formal complaint has been filed.

### **JURISDICTION**

The NICC Student Conduct Code applies to behaviors that take place on any College property, at College-sponsored events and may apply off-campus when the College administration determines the off-campus conduct affects a substantial College interest such as:

- behavior that presents a danger or threat to the health or safety of the student or others; and/or,
- a situation that significantly impinges upon the rights, property or achievements of others or significantly breaches the peace and/or causes social disorder; and/or,
- a situation that is detrimental to the educational mission and/or interests of the College.

The Student Conduct Code also applies to behavior conducted online, via email or other electronic mediums. Students should be aware that postings such as blogs, web postings, chats and social networking sites are in the public sphere and are not private. These postings can subject a student to allegations of conduct violations if evidence is posted online. The College does not regularly search for this information, but may take action if and when such information is brought to the attention of College administration.

### **CODE INTERPRETATION AND REVISION**

The conduct administrator is responsible for developing procedural rules for the administration of conduct conferences and hearings that are consistent with provisions in the Student Conduct Code. Minor modifications to procedure and timelines may be made that do not jeopardize the fairness owed to any party. Any questions of interpretation of the Student Conduct Code will be referred to the conduct administrator whose interpretation is final. The Student Conduct Code will be reviewed and revised annually and as needed, with a comprehensive revision process being conducted every three to five years. The most current version of the Student Conduct Code can be viewed in the College catalog at [www.nicc.edu/catalog](http://www.nicc.edu/catalog).

## **Formal Student Conduct Procedures**

A person and/or the College may file an Incident of Concern report on a student under these procedures any time after discovery of the student's alleged violation of the Student Conduct Code. Every effort should be made to submit the Incident of Concern Report or notify the conduct administrator of the alleged conduct violation immediately after discovery in order to expedite the process.

The conduct administrator will preliminarily investigate and review the Incident of Concern report to determine whether an informal resolution is possible or whether a comprehensive investigation should be instituted. A college administrator has the responsibility and authority to take immediate, interim action at any time by suspending a student from classes, from the campus or otherwise alter the status of a student when a student's behavior, actions or continued presence may constitute a significant danger to the student, the College community or College property.

The responding student may request explanation of the Student Conduct Code policies and processes from the conduct administrator or campus counselor.

Any deadlines listed in this document are general guidelines used to advance the process. The number of business days listed may vary based on the complexity of the case and the accessibility of information and individuals.

### **PRELIMINARY INVESTIGATION**

A preliminary investigation consists of a review of the possible violations, history of the parties involved, context of the incident, potential behavioral patterns and the nature of the complaint. Generally within five business days of the filed complaint, the conduct administrator will determine whether there is reasonable cause to believe that the responding student violated the Student Conduct Code. If there is sufficient evidence to support reasonable cause, the conduct administrator will conduct a comprehensive investigation. If there is insufficient evidence to support reasonable cause, the allegations will be closed with no further conduct action, although additional services or support may be recommended or required.

### **COMPREHENSIVE INVESTIGATION**

When conducting a comprehensive investigation, the conduct administrator will initiate a thorough, reliable and impartial investigation by developing a strategic investigation plan including a witness list, evidence list, intended timeframe, order of interviews of witnesses and the responding student, who may be given notice of the interview prior to or at the time of the interview. The conduct administrator will prepare the Notice of Conduct Violation letter containing the alleged policy violation(s) on the basis of the reasonable cause determination. This letter may be delivered to the responding student prior to, during or after the responding student's interview, at the discretion of the conduct administrator. This process is normally completed within ten business days of initiating the investigation.

The following steps may take place during the comprehensive investigation:

- Interview all relevant witnesses, summarize the information they are able to share and have each witness sign the summary to verify its accuracy.
- Obtain all documentary evidence and information that is available.
- Obtain all physical evidence that is available.
- Complete the investigation promptly by analyzing all available evidence without unreasonable deviation from the intended timeframe.
- Make a finding based on the preponderance of the evidence or, whether a policy violation is more likely than not to have occurred.
- Present the investigation report and finding to the responding student.
- Share the findings and update the complainant upon the status of the investigation and the outcome.

When it is determined through a comprehensive investigation that the Student Conduct Code violation(s) is more likely than not to have occurred, a combination of any three of the following disciplinary procedures will be initiated depending on the nature of the offense and/or the reaction of the responding student;

1. Immediate interim suspension and/or,

2. Student conduct educational conference and/or

3. Student conduct hearing

### IMMEDIATE, INTERIM SUSPENSION

Any College administrator may take immediate, interim disciplinary action at any time by suspending a student from classes, from the campus or otherwise alter the status of a student when a student's behavior, actions or continued presence may constitute a significant danger to the student, the College community or College property or if the student is facing allegations of serious criminal activity. An Immediate, Interim Suspension remains in effect until the conclusion of the disciplinary process or the student is notified otherwise in writing. Prior to suspension of a student, the college administrator will give the student verbal notice of the alleged violation and an opportunity to provide an immediate response to the allegation. The college administrator will immediately file an Incident of Concern Report of the alleged student conduct violation with the conduct administrator. Interim disciplinary actions may include:

- Holds on student records, registration, new financial aid awards or transcripts.
- Removal from class, offices, College activities, clinical sites or any NICC related property or facility.
- Interim suspension from the College.

Causes for interim suspension include, but are not limited to, the following:

1. An attempt of bodily harm to anyone on College property.
2. Illegal possession, use, sale or purchase of drugs on any College property.
3. Use or possession of firearms, ammunition, dangerous weapons, substances or materials (except as expressly authorized by the College); or bombs, explosives or explosive, incendiary devices prohibited by law.
4. Destruction or theft of College property or another person's personal property.
5. Possession of intoxicating beverages on College property or entering College property intoxicated.
6. Any activities causing a major disruption or disturbance to the College community.
7. Extreme verbal harassment or abuse of anyone on College property.
8. A violation of the Student Conduct Code which the administrator considers a serious violation.

A student who receives an Immediate, Interim Suspension may request a meeting with the conduct administrator (or designee) to demonstrate why an interim suspension is not merited. This meeting may be held off College property or by phone and regardless of the outcome of this meeting, the College may proceed with the scheduling of a conduct hearing.

### **Student Conduct Educational Conference**

In most student conduct cases, an emphasis will be placed on seeking an informal resolution or violation/sanction agreement between the responding student and the conduct administrator through an educational conference. The following options describe procedures based on whether the responding student accepts or rejects the Notice of Conduct Violation either in whole or in part. The responding student may choose to:

1. Accept responsibility for conduct violation/sanctions entirely or in part or,
2. Reject responsibility for conduct violation/sanctions entirely or in part.

When the responding student accepts responsibility for the conduct violation and agrees to the recommended sanction(s), the sanctions are implemented by the conduct administrator at an educational conference and the process ends. The educational conference may take place when presenting the Notice of Conduct Violation letter at the responding student's interview, if applicable.

When the responding student accepts responsibility for the conduct violation, but does not accept the recommended sanctions, the conduct administrator will hold an educational conference on the sanction only, to discuss reasoning for the recommended sanction and hear the student's rationale for rejecting the sanction. After thorough review and re-consideration, the resulting sanction decision of the conduct administrator is final.

When the responding student rejects responsibility for the conduct violation entirely, a Student Conduct Hearing Board will be convened, typically within ten business days. Complete Conduct Hearing procedures are outlined later in this document.

When the responding student rejects responsibility for the conduct violation in part, a Student Conduct Hearing Board will be convened, typically within ten business days, to hear only the disputed charges. Subsequent sanctions will be based on only the violations the Conduct Hearing Board deem valid.

If a student is found responsible for the same conduct code violation a second time, the conduct administrator may decide whether the case should be heard in an educational conference or by the Conduct Hearing Board, based on the severity of the conduct and the student's cumulative conduct history.

#### STUDENT CONDUCT HEARING PREPARATION

Students who are scheduled for an appearance before the Student Conduct Hearing Board (Hearing Board) will be given seven business days to prepare unless all parties agree to proceed more quickly.

Preparation for a Student Conduct Hearing includes the following steps;

- a. Selection of the Hearing Board which consists of five members trained on conduct policy and procedures. Membership may vary from case to case. The Hearing Board will hear and review all evidence in the case including witness testimony and supporting documentation. The Hearing Board will make the decision whether the student is responsible or not responsible for the alleged violations and, if found responsible, will recommend the appropriate sanction(s) to the conduct administrator who has responsibility for the final sanction decision.
- b. Notice of time, date and location of the Student Conduct Hearing (Conduct Hearing) will be delivered to the responding student by College email and registered mail to the most recent address of the student indicated on official College records. Once mailed, the communication will be deemed delivered.
- c. At least three business days prior to a Student Conduct Hearing, the responding student must submit to the conduct administrator the following:
  - A response to the Notice of Conduct Violation letter.
  - A list of witnesses the responding student would like the College to call at the Hearing, if any.
  - A list of all items of physical evidence the student intends to use or requests to have present at the Conduct Hearing,
  - The names of any advocates who may accompany the student at the Hearing.

If the responding student fails to respond to Conduct Hearing notice, the administrator may initiate a complaint against the student for failure to comply with a directive of a College official and give notice to the student of this additional conduct violation. Unless the student responds to this second notice within two business days, or does not respond to the original notice, an educational conference may be scheduled and held on the student's behalf. As a result, the student may be administratively withdrawn from enrolled classes and/or a conduct hold may be placed on their College account, deeming them ineligible to register for courses until the student responds to the Conduct Hearing notice.

- d. The conduct administrator will ensure that a summary of all hearing information, including the names of the Hearing Board members, is shared with the responding student and the complainant at least one day prior to the Conduct Hearing.

#### STUDENT CONDUCT HEARING PROCEDURES

If the responding student cannot attend the scheduled Conduct Hearing, it is the student's responsibility to notify the conduct administrator a minimum of three business days prior to the Conduct Hearing to arrange for another date, time or location. Except in cases of grave or unforeseen circumstances, if the responding student fails to give the required three day notice or if the student fails to appear, the Conduct Hearing will proceed as scheduled. No student may be found responsible for a Student Conduct Code violation solely as a result of the student's failure to appear for a Hearing. In this case, the Conduct Hearing will proceed as scheduled and the information gathered through the comprehensive investigation will be presented to the Conduct Hearing Board for consideration.

The conduct hearing board chair will direct the Conduct Hearing according to the following guidelines:

1. The Hearing will be closed to the public.

2. Privileged communications between a student and a member of the professional staff where such communications were made in the course of performances of official duties and when the matters discussed were understood by the staff member and the student to be confidential, as well as those communications which are privileged by law will not be introduced as evidence before the Student Conduct Hearing Board without the written permission of the student.
3. Admission to the hearing of persons other than those involved or those on the submitted witness list, will be at the discretion of the hearing board chair and the conduct administrator.
4. Conduct Hearing proceedings will be audio recorded for the protection of all parties.
5. The responding student has the right to an advocate whom may be chosen only from within the current College community unless an exception is granted by the conduct administrator. In the rare instance where civil or criminal court proceeding currently involve a responding student or at the discretion of the conduct administrator, legal counsel may be permitted to serve as an advocate. If the student wishes to have legal counsel present at the Conduct Hearing, a minimum of 3 day notice must be provided. In such instances, the College reserves the right to also have legal counsel present. The advocate may not ordinarily make a presentation or represent the responding student during the hearing. The advocate may confer quietly, exchange notes, clarify procedural questions with the hearing board chair and suggest questions to the responding student.
6. The conduct administrator will present the information/evidence of the case on behalf of the College. The responding student will then present information/evidence to the Conduct Hearing Board. The responding student, the conduct administrator and the Hearing Board members will all have the privilege of questioning witnesses and all present parties. Unduly repetitive witnesses or questions may be limited at the discretion of the hearing board chair.
7. Pertinent records, exhibits and written statements may be accepted as information for consideration by the hearing board chair. Formal rules of evidence are not observed. The hearing board chair may limit the number of character witnesses presented or may accept written affidavits of character instead.
8. All procedural questions are subject to the final decision of the hearing board chair and the conduct administrator.
9. After the Conduct Hearing, the Hearing Board will deliberate and determine by majority vote whether it is more likely than not that the responding student has violated the Student Conduct Code. The responding student will not be present during deliberations. The Conduct Administrator is responsible for informing the Hearing Board of applicable precedent and of any previous conduct violations or other relevant behavioral pattern evidence about the responding student. The conduct administrator may also inform the Hearing Board of all possible sanctions available for their consideration. Once a finding is determined, if the finding is that of responsible for the violation, the Hearing Board will recommend an appropriate sanction(s) to the conduct administrator who has responsibility for the final sanction decision.
10. The hearing board chair will submit a written statement detailing a) the findings, b) the rationale of the Hearing Board in support of the decision and the recommended sanction(s).
11. The conduct administrator will notify the responding student of the Conduct Hearing Board's finding, resulting sanction(s) and information regarding the student's right to appeal, generally within five business days of the decision. Notification will be sent to the student's College email and by registered mail to the current address listed on the student's College account. If the Conduct Hearing Board rules that no violations were found to have occurred, the student will be permitted to make up class work required for satisfactory completion of a course or courses begun prior to the beginning of the conduct process.
12. A student who is suspended or expelled from the College will be administratively withdrawn from a college-sponsored program or activity on the effective date of the suspension/expulsion. Settlement of the student's account will be completed under the NICC Tuition Refund Policy. A student who is suspended/expelled is responsible for returning any College property within three business days of the suspension and will be held financially responsible for any property not returned in good condition.
13. A student has the right to appeal the outcome of a Conduct Hearing by following the established appeal process which is outlined later in this document.

## STUDENT RIGHTS AT A CONDUCT HEARING

- a. Right to a Hearing;
- b. Right to notice of charge and summary of facts in the case;
- c. Right to have an advocate present during the Hearing;
- d. Right to attend the Hearing and present on their behalf;
- e. Right to refuse to participate in the Hearing;
- f. Right to present summary of the case from their viewpoint;
- g. Right to present documentary, testimonial or physical evidence;
- h. Right to call witnesses who have a direct bearing on the case;
- i. Right to submit questions for witnesses;
- j. Right to be notified in writing of the Conduct Hearing outcome based on the evidence presented at Hearing and evaluated by the standard of preponderance of the evidence or, it is more likely than not that the violation occurred as documented;
- l. Right to an appeal of the final Conduct Hearing decision.

## SANCTION(S) FOR STUDENT CONDUCT CODE VIOLATIONS

Any student who is found in violation of the Student Conduct Code will be subject to one or more, or a combination of, the following sanctions. Any conduct action taken by the College is effective on the date the notification is written. A record of any student conduct action is kept in the student's conduct file and maintained by the conduct administrator.

- a. Warning – a written or verbal notice to the student that a violation of the Student Conduct Code has occurred. This written and/or verbal warning serves to remind the student that any further violations of the Code may result in more serious sanction(s).
- b. Conduct Probation – a period of time during which the student must demonstrate an ability to comply with the Student Conduct Code, all College policies and other requirements stipulated for the probation period. Conduct probation may be imposed up to the completion of the student's program of study at the College. A student has the opportunity to have their probation status lifted after the stipulated time period through an application to the conduct administrator.
- c. Restitution – reimbursement for damage to or misappropriation of property. Reimbursement may take the form of payment for a repair or replacement of the damaged property.
- d. Loss of Rights and Privileges – a sanction(s) which may impose limitations or restrictions to fit the particular case.
- e. Eligibility Restriction – prohibits a student from joining a registered student organization, taking part in a registered student organization's activities or attending its meetings or functions and/or from participating in or representing the College in any athletic or co-curricular activity.
- f. Educational/Behavioral Requirement - requirement to participate in a project, counseling or other College/community sponsored activity that is relevant to the nature of the offense and at the student's expense.
- g. Community Service – a student may be required to perform service to the College or the community in lieu of another sanction(s).
- h. Suspension from the College – separation from the College for a defined period of time dependent on the severity of the Student Conduct Code infraction, typically from one to three years. Suspension prohibits the student from entering any College property except in response to a request of the College, and from registering either for credit or non-credit work at the College. This sanction(s) may be reinforced with a no trespass action as necessary. Students have the opportunity to apply for re-admission to the College after any suspension by notifying the Conduct Administrator and following the re-admission process.

Eligibility for re-admission may be contingent on satisfactorily meeting specific conditions noted at the time of suspension or upon application for re-entry to the College.



- i. Grade Reduction – in cases of academic misconduct, students found responsible for academic misconduct such as plagiarism or cheating, may receive a failing grade for the particular assignment, paper, test etc. or a failing grade for the course.
- j. Expulsion from the College– permanent separation from the College. The student is banned from any College property and the student’s presence at any College-sponsored activity or event is prohibited. This action may be reinforced with a no trespass action as necessary.

#### CONDUCT VIOLATIONS IN PROGRAM OF STUDY

Students who are found to have violated specified conduct rules within their chosen program of study may receive sanction(s) under the Student Conduct Code in addition to any program actions. Students are responsible for knowing and adhering to all program rules and regulations established by the program administration.

#### COLLEGE-SPONSORED ORGANIZATION, CLUB OR GROUP SANCTION(S)

College organizations, clubs or groups may receive any of the above listed conduct sanction(s) including de-activation or de-recognition of the group for a specified period of time. Students are responsible for knowing and adhering to the specific policies and procedures governing membership in their organization, club or group.

#### PARENTAL NOTIFICATION

The College reserves the right to notify parents/guardians of dependent students regarding any conduct situation, particularly alcohol and other drug violations. The College may also notify parents/guardians of nondependent students who are under 21 of alcohol or other drug violations. Parental notification may also be utilized discretionarily by College administration when permitted by FERPA or with consent from the student.

#### NOTIFICATION OF OUTCOMES

The outcome of a Student Educational Conference or Student Conduct Hearing is part of the educational record of the responding student and is protected from release under FERPA except under certain conditions. As allowed by FERPA, when a student is accused of a policy violation that would constitute a “crime of violence” or forcible or non-forcible sex offense, the College will inform the alleged victim/party bringing the complaint in writing of the final results of a hearing regardless of whether the College concludes that the violation was committed. Such release of information may only include the alleged student’s/responding student’s name, the violation committed and the sanction(s) assigned, if applicable. In cases of sexual misconduct and other offenses covered by Title IX, the rationale for the outcome will also be shared with all parties in addition to the findings and sanction(s). In cases where the College determines through the student conduct process that a student violated a policy that would constitute a “crime of violence” or non-forcible sex offense, the College may also release the above information publicly and/or to any third party. FERPA defines “crimes of violence” to include:

1. Arson
2. Assault offenses (including stalking)
3. Burglary
4. Criminal homicide – manslaughter by negligence
5. Criminal homicide – murder and non-negligent manslaughter
6. Destruction/damage/vandalism of property
7. Kidnapping/abduction
8. Robbery
9. Forcible sex offenses
10. Non-forcible sex offenses

#### **Appeal Process**

The student has the right to appeal the decision resulting from a Student Educational Conference or Student Conduct Hearing. Any sanction(s) imposed as a result of the Student Educational Conference or Student Conduct Hearing will remain in effect during the appeal process.

The request for an appeal must be made in writing to the vice president of learning and student success who serves as the College's appeals officer, within five business days of receiving the written notification from the conduct administrator of conduct violations and resulting sanctions. The student's request for appeal must include the student's name, date of the decision for disciplinary action, and clear rationale for appeal. Appeals must be based on one or more of the following reasons and will only be considered if:

- a. A procedural error occurred that significantly impacted the outcome of the conference/hearing.
- b. There is new evidence that was unavailable at the time of the hearing that could substantially impact the original outcome or sanction(s). A summary of the new evidence and its potential impact must be included in the appeal.
- c. The sanction(s) imposed is substantially outside the parameters or guidelines set by the College for this type of offense or the cumulative record of the responding student. The burden lies on the appealing student to demonstrate any clear error.

The Appeals Officer (or designee) will conduct a preliminary investigation to determine if the appeal is timely and meets the limited grounds outlined above.

The appeals officer may consult with the conduct administrator on any procedural or substantive questions that arise. If the appeal is not timely or substantively eligible, the original decision and sanction(s) determined by the conduct administrator and/or the Conduct Hearing Board will stand and the decision will be deemed final. If the appeal has basis, the Appeals Officer will, in most cases, remand the appeal back to the original Conduct Hearing Board, typically within five business days, with clear instructions for reconsideration only in light of the granted appeal grounds. If the Appeals Officer deems the original decision-making body to be unduly biased by a procedural or substantive error, a three member Appeals Board will be called to consider the case. The Appeals Board is chaired by the Appeals Officer and two additional members who did not serve on the original Hearing Board.

If an appeal is warranted, new evidence should be heard and considered, procedural changes should be made or sanctions should be altered to be proportionate to the conduct violation and the student's cumulative record. The Appeals Officer may determine whether new evidence will be evaluated via written documentation or in an informal Hearing. Rationale for the appeal decision and resulting sanction(s) will be sent to the student's College email and by registered mail to the student's official College address, typically within five business days. Any decision made by the Appeals Board is considered final.

### **Student Conduct Record Retention**

Conduct actions are a part of the student's educational record and, therefore, are not available for public disclosure or discussion. The College will not disclose student disciplinary records outside the College, except as allowed by law, without prior written permission from the student. Disclosure of student's conduct records without consent is permitted by law when other College officials are deemed by the College to have legitimate educational interests. This includes any College staff, a person or company with whom the College has contracted or a person serving on the Board of Trustees.

**Calmar Campus**

1625 Hwy. 150 S.  
P.O. Box 400  
Calmar, IA 52132  
563.562.3263  
800.728.2256

**Peosta Campus**

8342 NICC Drive  
Peosta, IA 52068  
563.556.5110  
800.728.7367

[www.nicc.edu/catalog](http://www.nicc.edu/catalog)



---

***NORTHEAST IOWA  
COMMUNITY COLLEGE***