



STUDENT HANDBOOK

2017-2018

All MCC students are responsible for knowing and applying the information included in this handbook, and for complying with all rules, regulations, codes and policies specified.

Table of Contents

Student Code of Conduct and Sanctions	3
Relationship Between Student and College	3
Supervision of the Student Code of Conduct	3
Inherent Authority of the College	3
Authority of College Departments, Living Units, Dining Services and Student Organizations	3
Definitions	4
Offenses.....	5
Investigation and Sanction Procedures for Alleged Violations of Student Conduct	8
Penalties and Sanctions; Disciplinary Process.....	9
Rights and Responsibilities of Accused in the Disciplinary Process.....	9
College Hearing Panel Procedures; Appeal Process.....	10
Title IX Procedures.....	13
Student Policies & Procedures.....	13
Grievances and Complaints; Academic Freedom for Students	13
Proactive Intervention Team (PIT Crew)	14
Students with Special Needs.....	14
Academic Integrity Procedures	15
College Closings; Tiger Line	16
Emergency Notification System (ENS); Parking Regulations.....	16
Tobacco-Free Campus; Drug-Free Campus.....	16
Conduct of Campus Visitors.....	18
Crime Prevention; Reporting Criminal Activities.....	18
Harassment & Discrimination.....	19
Sexual Assault, Sexual Harassment, Domestic/Dating Violence, Stalking.....	20
College Student Email & Procedures; Electronic Communications Policy	25
Reproduction of Copyrighted Material.....	25
Bloodborne Pathogens; Chronic Communicable Diseases	26
Student Right-to-Know Information	26
Student Right-to-Know Website	26
MCC Education Equity Statement.....	26
Americans with Disabilities Act (ADA).....	27
Family Educational Rights & Privacy Act of 1974 and Release of Student Information.....	27
Higher Education Act Amendment of 1998	28
Crime Awareness & Campus Security Act of 1990	28
Drug-Free Schools & Communities Act Amendment of 1989.....	28
Student Enrollment & Registration Information	29
Enrollment; Fresh Start Policy; Student Load; Registration.....	29

Adding & Dropping Classes; Withdrawal From All Classes.....	30
Student Petition for Waiver to the Drop Policy – Due to Extenuating Circumstances.....	30
Leave of Absence Policy.....	31
Grades, Classifications & Graduation	31
Student Classification.....	32
Residency	32
Graduation & Commencement.....	32
Student Transcripts & Billing	33
Identification (ID) Cards	33
International Students	33
Attendance.....	33
Courses for Academic Preparation and Mandatory Placement Policy	33
College Transfer.....	34
Departments & Services Information.....	34
B.J. Harrison Library & Media Center.....	34
Bookstore.....	35
Buena Vista University, Marshalltown Site	35
Bulletin Boards & TV Monitors in Hallways	35
Campus-based Counseling.....	36
Off-campus Drug, Alcohol, Gambling & Crisis Services.....	36
Financial Aid	36
Food Service.....	37
Health Services.....	37
MCC Foundation.....	37
Recycling	37
Residence Life and Housing (Student Housing).....	37
Staff Directory	37
Student Success Center	37
William “Bill” Faust Student Union	37
Testing Services.....	37
TRIO Student Support Services (TRIO SSS).....	38
Veterans Information.....	38
Collegiate Veterans Association.....	38
Vocational Rehabilitation Services	38
Student Engagement (Activities & Organizations).....	39
Campus Map.....	41-42
Important Dates for the Academic Year	43

How to Use This Handbook

All MCC students are responsible for knowing and applying the information included in this handbook, and for complying with all rules, regulations, codes and policies specified.

Student Code of Conduct and Sanctions

Relationship Between Student and College

Through voluntary entrance to the College, the student indicates a willingness to subscribe to the **College's rules, regulations and policies and acknowledges the right of the College to initiate** appropriate disciplinary actions when they are violated.

The Student Code of Conduct is intended to assist the College in fulfilling its mission and purposes as an academic institution. All members of the academic community share in the responsibility to establish and maintain the general conditions conducive to the fundamental academic freedoms to teach and to learn. The Code of Conduct shall be construed and enforced to secure these freedoms.

In cases where appropriate, the College attempts to resolve instances of student misconduct through informal methods before resorting to the procedures in the Code of Conduct. Informal methods include meeting with the parties in conflict, as well as academic advisors, administrators or others. However, the disciplinary procedures in the Code of Conduct will be invoked when appropriate at the discretion of the College. Every regulation shall be as clear and specific as possible. Disciplinary sanctions shall be commensurate with the seriousness of the respective offense. Accordingly, repeated violations may justify increasingly severe disciplinary sanctions. All regulations shall be in writing and shall be published, distributed, or posted in such a manner as to furnish notice to all students affected by such regulations. This written Code provides constitutionally required notice to students, faculty, and administrators **concerning the institution's** policies and procedures with respect to disciplinary matters.

Supervision of the Student Code of Conduct

Primary responsibility for the supervision of student conduct has been mandated to the Dean of Students Office. This office will establish such administrative procedures as may be necessary to fulfill the intent of this Code.

Inherent Authority of the College

The standards and procedures set forth in this document are those the College normally follows in disciplinary matters. The College reserves the right to take whatever disciplinary action is appropriate (including immediate suspension) to protect the safety and well-being of students, faculty, staff, and College property.

These policies and procedures will be reviewed and updated annually by the College. The College may make minor modifications to procedures that do not materially jeopardize the fairness owed to any party. However, the College may also vary procedures materially with notice (on the institutional website, with appropriate date of effect identified) upon determining that changes to law or regulation require policy or procedural alterations not reflected in College policy or procedure. Procedures in effect at the time of its implementation will apply. Policy in effect at the time of the offense will apply even if the policy is changed subsequently, unless the parties consent to be bound by the current policy.

Authority of College Departments, Living Units, Dining Services and Student Organizations

The Student Code of Conduct does not limit the authority and discretion vested in the various College departments (including, without limitation, the Department of Athletics), residence hall and dining hall staff, student leaders and staff, and student organization leaders and staff to investigate and sanction students and student organizations within their jurisdictions in accordance with their rules, regulations and policies.

Definitions

1. **“Accused”** means a student or student organization charged with misconduct. For Title IX-related issues, this person is referred to as the **“Respondent”**
2. **“Claimant”** (see definition for **“Complainant”**)
3. **“Student Code of Conduct”** or **“Code”** refers to this document containing the rules, regulations and policies that govern student behavior.
4. **“The College”** refers to Iowa Valley Community College District (i.e. Marshalltown Community College, Ellsworth Community College, Iowa Valley Grinnell, Iowa Valley Continuing Education).
5. **“Complainant”** means a student, student organization, faculty member or staff member who files a complaint against a student or student organization with the Dean of Students Office. For Title IX-related issues, this person is referred to as the **“Claimant”**
6. **“Disciplinary Counseling”** refers to positive influences intended to modify the student’s unacceptable behavior. Students who are involved in violations of the Code of Conduct may be required to be involved in the following:
 - a. **“Individual Counseling”** – Referral of an individual to a College Academic Advising Specialist or the Student Assistance Program Staff for individual counseling for a definite period of time. Though a definite period of time may be mandated, in general the counselor involved shall have significant authority both in the counseling sessions and the length of time required. The purpose is to encourage and be supportive of positive behavior exhibited by the student on a continuing basis. In special cases, a faculty member may fulfill the counseling role either in addition to or in place of a counselor.
 - b. **“Disciplinary Counseling on a Group Basis”** – Similar to the philosophy and approach referred to in individual counseling except the counselor would work with students on a group basis rather than as individuals. The decision would be made by the counselor involved coupled with the recommendations of the disciplinary committees.
7. **“Expulsion”** means a person’s status as a student at the College is terminated with no right of re-admission.
8. **“Misconduct”** is defined as student violation of the College rules, regulations or policies and any other conduct that adversely affects or threatens to adversely affect the safety of students, faculty, staff members or College property. Misconduct includes behavior that is disruptive or substantially impedes the lawful activities of other students, faculty or staff members.
9. **“Preponderance of the evidence (standard of)”** is used in the College’s disciplinary proceedings and means it is “more likely than not” that a violation occurred.
10. **“Probation”** means that a person is allowed to continue study at the College under certain conditions, violation of which could result in further disciplinary action including expulsion.
11. **“Respondent”** (see definition for **“Accused”**)
12. **“Student”** includes all persons taking a course or workshop at or with the College. This refers to full-time, part-time or guest enrollment students.
13. **“Student Organization”** means a group sponsored by the College with one or more students.
14. **“College Hearing Panel”** means the group, appointed by the Dean of Students office, which hears evidence and makes decisions regarding the outcomes and sanctions involving student disciplinary issues.
15. **“College Hearing Panel Chairperson”** means the individual, appointed by the Dean of Students office, who has been authorized to carry out the general administrative responsibilities regarding the disciplinary process as set forth in this Code.
16. **“Suspension”** means a person’s status at the College is an involuntary separation from the College for not more than the designated time allowance as listed below:

- a. **“Definite Suspension”:** This sanction is for a defined period of time as determined by the Dean of Students, College Hearing Panel, and/or the Provost. The student shall be eligible to return after the elapsed period of time with any requirements for further action defined.
 - b. **“Indefinite Suspension”:** This sanction is for an indefinite period of time. The student shall not return to the College without making a written request for re-admission to the Dean of Students no sooner than six months after the date of suspension.
 - c. **“Temporary Suspension”:** This sanction is when a student is involved in a disciplinary action, which is of such magnitude to the educational atmosphere of the institution that its student body may be disrupted. The Dean of Students may suspend such a student on an interim basis while awaiting the disposition of the charges against the student. This is to be construed to include situations where criminal charges have been filed against a student by a law enforcement agency, which may have the potential to disrupt the life of the College, and its students.
17. **“Withholding of Transcript or Degree:”** This sanction is imposed automatically upon any student who owes a financial debt to the College, including repayment of federal financial aid funds and delinquent loan repayments. This penalty shall automatically end upon settlement of the debts. In certain other circumstances, the College may use this sanction.
18. **“Warning:”** A written reprimand to the student.

Offenses

Any of the offenses listed below may result in expulsion, suspension, probation, or reprimand. Any observed violation of this Code of Conduct should be reported to the appropriate College employee for action as needed.

1. Academic dishonesty, plagiarism, or willful falsification of scientific educational data which is represented as scientific or scholarly research. Academic integrity sanctions are defined further in this section. This includes but is not limited to:
 - a. Engaging in any form of plagiarism, which is defined as the appropriation of and use of another person's writing, and passing it off as the product of one's own efforts or copying any work and submitting it as original work.
 - b. Falsifying with respect to any examination, paper, project, application, recommendation, transcript or test or by any dishonest means whatsoever, or by aiding or abetting another student to do so.
 - c. Using materials or collaborating with another person(s) during a test or other assignments without authorization.
 - d. Substituting for another student, or permitting another person to substitute for oneself, to take an examination, course or test or to provide the work for any assigned project.
 - e. The acquisition of grades, academic credits, degrees, honors, awards, certification or professional endorsements by means of cheating.
2. Accessory to misconduct: A student shall not aid or abet or otherwise act as an accomplice to the commission of misconduct.
3. Alcohol and controlled substance use: The failure to comply with College regulations or federal or state of Iowa laws regarding the purchase, dispensing, possession and consumption of alcoholic beverages and/or other substances. This includes the unauthorized use, possession, distribution or sale of any controlled substance, including marijuana, cocaine, opiates, amphetamine or any other controlled substance as covered by the federal and state Controlled Substances Act. In addition, students may not consume alcohol in public or private areas of the residence halls. (IVCCD Board Policy 416.2) Alcohol and drug possession/use penalties are defined further in the Student Policies & Procedures section regarding Drug-Free Campus.

4. Arson: Causing a fire or explosion with the intent to damage or destroy property or with the knowledge that property will probably be destroyed.
5. Assault:
 - a. Any intentional and unauthorized act that causes the victim pain or injury or results in physical contact that is insulting or offensive, or
 - b. Any intentional and unauthorized act that places the victim in fear or immediate physical contact that would have been painful, injurious, insulting or offensive, coupled with the apparent ability to do the act, or
 - c. Any intentional and unauthorized pointing of a firearm or display of a dangerous weapon or any facsimile of a firearm or weapon, in a threatening manner.
6. Assembly with any other persons and participation in the violation of this Code.
7. Attempt to commit misconduct: An attempt to commit a prohibited or unlawful act is misconduct, even if unsuccessful.
8. Computer use and ethics: Failure to comply with ethical standards of the College as govern the use of all College-owned computing facilities, including central computers, terminals, microcomputers, printers, plotters, and all associated equipment. (IVCCD Board Policy 407.1) Misuse of computer resources includes but is not limited to:
 - a. Unauthorized copying of any software (including operating systems, programs, applications, databases or code) that is licensed or protected by copyright.
 - b. "Computer hacking" (i.e. unwanted or unsolicited entry into a computer system).
 - c. Knowingly introducing a "computer virus" or other unauthorized program - either harmless or damaging to a College computer or network.
 - d. Unauthorized access, willful damage, or misuse of systems, applications, databases, codes, or data.
 - e. Use of the campus network, the Internet, ICN or other telecommunications or data networks for actions that constitute abuse, harassment, libel, slander, fraud, misrepresentation, or intimidation. This includes introduction of inappropriate materials to the network, the intentional viewing or display of inappropriate materials and the printing of inappropriate materials.
 - f. Using the network or College equipment to conduct personal business for one's own personal benefit or profit, for the personal benefit or profit of others, for solicitation of services, or for political lobbying or campaigning.
 - g. Allowing others to use your personal username and password to access campus **networks or the Internet or using another person's username and password** to access campus networks or the Internet.
 - h. Disrupting access of other students, faculty or staff members to College computers and other technology resources.
 - i. Sending harassing, threatening or sexually explicit material to another individual.
 - j. Violating license agreements, copyrights or intellectual property rights including copyright, patents, etc., by copying, distributing, selling or publishing intellectual property.
 - k. Theft of College hardware or software.
9. Contempt: Failure to comply with directions, orders or commands of any College officials acting within the scope of duty, or of any law enforcement officer acting in the performance of his/her duties. Failure to comply with all the terms of an agreed resolution of a disciplinary matter, whether or not that resolution occurs after a formal charge, after a formal hearing, or is included in a judicial order, also constitutes contempt.
10. Disorderly conduct: Any action, committed without justification or excuse, that unreasonably disrupts or obstructs the normal use of the College property or that disrupts College-sponsored activities. Disorderly conduct also includes actions that unreasonably disrupt classes or other instruction, such as failure to comply with an **instructor's legitimate** directions, loud noise or disruptive actions, or other behavior that impairs the learning

- experience of other students or interferes with the efforts of the instructor. Threatening behavior or harassment is also prohibited. Failure to comply with the reasonable directions of any College official or employee, acting within the proper scope of his or her non-academic authority to issue such directions to a student, also constitutes disorderly conduct.
11. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other College activities, including its public services functions and other authorized activities on College premises.
 12. Disturbing the peace and good order of the College and/or the community by fighting, quarreling, intoxication, or other unseemly behavior. Interfering with the lawful rights of other persons on the campus. Inciting others to do any of the above.
 13. Fire alarms and equipment: Pulling fire alarms falsely or tampering with firefighting equipment (e.g., fire alarms, extinguishers, exit signs, fire hoses, smoke detectors, emergency lights) is prohibited.
 14. Forging, alteration, or any other misuse of College documents, transcripts, records, or identification cards.
 15. Willful indecent exposure in a place where there are persons to be offended or affronted.
 16. Keys: Unauthorized possession of College keys and/or reproduction of College keys by anyone other than authorized College personnel is not allowed.
 17. Perjury: Knowingly making one or more false statements while testifying, through a written statement or in person, during a pre-hearing or hearing panel proceeding.
 18. Stealing campus property and/or possession of stolen goods.
 19. Reckless Behavior: Any intentional or reckless damage to real or personal property of another, including property of the College. Operation of a motor vehicle recklessly, so as to pose a threat to the safety of others, on campus or at College-sponsored activities off-campus.
 20. Residence Life and Housing (Student Housing): Failure to comply with specific policies relating to all students or guests who are assigned or visit the residential complexes as found in Residence Life and Housing policies and procedures.
 21. Sexual abuse: Any sex act between persons is sexual abuse by either of the participants when the act is done by force or against the will of the other; if the consent or acquiescence of the other is procured by threats of violence toward any person, or if the act is done while the other is under the influence of a drug inducing sleep or is otherwise in a state of unconsciousness, the act is done against the will of the other; or if the other participant is suffering from a mental defect or incapacity which precludes giving consent, or lacks the mental capacity to know the right and wrong of conduct in sexual matters, or if the other participant is a child. (See further information in the section on Sexual Assault, Sexual Harassment, Domestic/Dating Violence, Stalking)
 22. Sexual harassment: Unwelcome advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when such conduct has the purpose or effect of **unreasonably interfering with an individual's work or educational performance or of** creating an intimidating, hostile or offensive environment for work or learning. (See further information in the section on Sexual Assault, Sexual Harassment, Domestic/Dating Violence, Stalking)
 23. Stalking: Willfully following, pursuing, bullying or harassing another person and, while doing so and without legitimate purpose, making a credible threat against the other person. (See further information in the section on Sexual Assault, Sexual Harassment, Domestic/Dating Violence, Stalking)
 24. Telephone: **Using the College's phones for unauthorized personal calls, and/or making** obscene or harassing telephone calls.
 25. Theft/Burglary: The wrongful taking of the property of another, or wrongfully refusing to return the property of another when requested to do so.

26. Tobacco: Use of tobacco in any form and nicotine simulation or vapor products (e.g. e-cigarettes) on College grounds or any of its facilities or vehicles. (IVCCD Board Policy 415) Tobacco sanctions are defined further in this Policy.
27. Trespassing: Intentional and unauthorized entry onto any premises owned by the College.
28. Weapons and dangerous substances: Use or possession of firearms, ammunition, explosives, incendiary devices, clubs, knives, BB guns, imitation guns which look like real guns or any dangerous weapon (e.g., Taser, stun gun, etc.), substance or material on campus is prohibited except as expressly authorized by the College.
29. Reproduction of copyrighted material. Unauthorized reproduction of copyrighted material is prohibited.
30. Misuse of Social Media. Any posting of content that is threatening, obscene, a violation of intellectual property rights or privacy laws, or otherwise injurious or illegal is prohibited. Representation of your opinions as being endorsed by the College or any of its organizations is strictly prohibited. You may not use the College name to promote any opinion, product, cause, or political candidate. Any postings that show violations of the Student Code of Conduct or residential hall guides will result in adjudication. (Board Policy 407.2)
31. Any other conduct prejudicial to a sound education environment and not in keeping with the values of the College community.
32. Engaging in behavior that is discriminatory, including harassment of other students and staff, based on race, color, creed, sex, marital status, national origin, religion, age, physical or mental disability, sexual orientation and/or gender identity, is prohibited.
33. Local, State, and Federal Laws. When a student has been apprehended for violation of the law of the community, state, or nation, the College will cooperate fully with law enforcement and other agencies in a reasonable program for rehabilitation of the student. Generally, the College will not impose further sanctions after law enforcement agencies have dismissed a case; yet its officials reserve the right and the responsibility to initiate disciplinary action prior to, during or after any civil or criminal court or agency proceeding if any individual student's conduct has had significant impact on the College's educational functions or responsibilities or on the rights of other members of the College community. Any disciplinary action taken on this basis shall conform to the terms of this Code, due process, and customary jurisprudence, including the right of appeal.
34. Civil or Criminal Proceedings. Disciplinary action may commence while a civil or criminal proceeding is pending. Proceedings under this Code are not subject to challenge simply because civil or criminal proceedings involving the same incident have been dismissed.

Investigation and Sanction Procedures for Alleged Violations of Student Conduct

Any person may bring a complaint against a student under these procedures based on the **student's alleged violation of one of the above offenses**. Note: Policies and procedures are subject to change and notification would be published on the College website and through the College email system

1. All such complaints shall be made in writing on the Student Conduct/Discipline Report Form to the Dean of Students (or an appointed designee). The Dean of Students shall review the complaint and any corresponding information, initiate or continue the investigation process with the appropriate college personnel (if necessary), and determine whether an informal resolution is possible or whether formal sanctions should be instituted.
2. Following the period of investigation, the Dean of Students shall determine if evidence exists for formal sanctions to be brought against a student for a violation of the Student Conduct Code.
 - a. If the sanctions are of a minor nature (suspension is NOT warranted), the case will be heard in a disciplinary conference before the Dean of Students. (see Disciplinary Conference Procedures below)

- b. If the sanctions are of a major nature (suspension is warranted), the case may be referred to the College Hearing Panel. (see College Hearing Panel Procedures below)
 - c. If there is a lack of evidence or formal sanctions are not deemed necessary, an informal resolution may be sought. If an informal resolution is made, the student signs a letter from the Provost or Dean of Students that specifically states the terms of the resolution and acknowledges his/her consent to these terms.
3. In all cases, the Dean of Students shall send to the student involved, a Notice of Sanction letter or a letter indicating the informal resolution.

Penalties and Sanctions

The College has the authority to penalize or impose sanctions on any student found responsible of the above offenses or breach of regulations. Routine disciplinary matters may be handled by the Dean of Students. Serious and/or repetitive violations of the Code of Conduct may result in a disciplinary hearing before the College Hearing Panel.

Note that matters of academic dishonesty are first handled by the faculty member and may be referred to the Dean of Academic Affairs. Any matter of academic dishonesty may also be referred to the College Hearing Panel for disciplinary action.

Students should be familiar with institutional policies and procedural guidelines as outlined in the Student Handbook and in the College catalog. Students should also be familiar with institutional policies and procedural guidelines as outlined in the Student Policies & Procedures section.

Violations of College standards shall result in any one or combination of the following disciplinary sanctions, which may be applied by the Dean of Students, the College Hearing Panel, and/or the Provost of the College as follows:

1. Warning
2. Disciplinary counseling and/or referral to appropriate drug/alcohol treatment program or law enforcement agencies
 - a. Individual counseling
 - b. Disciplinary counseling on a group basis
3. Withholding of transcript or degree and/or loss of financial aid/scholarships
4. Probation
5. Expulsion/Suspension
 - a. Expulsion
 - b. Definite suspension
 - c. Indefinite suspension
 - d. Temporary suspension
6. More than one (1) of the sanctions listed above may be imposed for any single violation.

Note: Definitions and accompanying procedures pertaining to these sanctions are listed in the Code of Conduct.

Rights and Responsibilities of Accused in the Disciplinary Process

Student rights are protected in accordance with due process. Students accused of violating the Student Code of Conduct policies shall have rights.

The accused student has the following rights at a Disciplinary Conference or College Hearing Panel meeting:

1. Right to due process.
2. Right to notice of allegations and summary of facts in the case.
3. Right to attend the conference/hearing and present on her/his behalf and summary of case from her/his viewpoint.
4. Right to refuse to participate in the conference/hearing.
5. Right to present documentary, testimonial, or physical evidence.

6. Right to suggest witnesses--who have a direct bearing on the case--be interviewed as part of the investigation.
7. When participating in a Hearing Panel, the Right to hear and question witnesses indirectly by submitting questions directly to the Panel.
8. Right to **the Disciplinary Conference decision or College Hearing Panel's decision** which will be based on the evidence presented and evaluated by the standard of preponderance of the evidence.
9. Right to be notified of the decision of the conference/hearing in writing.
10. Right to appeal the decision if an appeal is warranted (See Appeal Process Section 4).
11. To have representation of choice present with the understanding that the representative may not participate in the proceedings.
12. An advocate is available to assist the student with the process.

Disciplinary Conference Procedures

Alleged violations of a minor nature (those that do not warrant suspension/expulsion) will be adjudicated in a disciplinary conference between the Dean of Students (or an appointed designee) and the student. No other witnesses will be present, though an advisor/support person may be allowed with prior approval and at the discretion of the Dean of Students. Some cases of suspension/expulsion necessitate an administrative decision for the safety of the campus, but the student retains the right to request a hearing of the disciplinary sanction.

1. If the student sanctioned cannot appear at the time specified, the student must contact the Dean of Students at least two (2) business days before the conference is scheduled to arrange a different time for the conference.
2. If the student has not contacted the Dean of Students and/or does not appear at the conference, the Dean of Students may make a decision of responsibility or non-responsibility and determine the sanction.
3. At the disciplinary conference, the Dean of Students will review the possible sanctions, **evidence, and student's rights with the student. The student will have an opportunity** to present any evidence or testimony on his or her own behalf.
4. An advisor/support person for the student may assist the student with the preparation for the hearing and consult directly with the student during the proceedings; however, that person may not actively participate.
5. After reviewing the evidence and hearing from the student, the Dean of Students will determine based on the standard of the preponderance of the evidence if the student is responsible or not responsible for the alleged violation. Any student who is found to have violated a regulation governing student conduct will be subject to the sanctions as listed in the Penalties and Sanctions section.
6. The **Dean of Student's** decision as to whether a student is responsible for a student conduct violation and the appropriate sanction, if any, will be sent to the student within a timely fashion at the last known address provided by the student to the institution. This letter will include the reasoning by which the decision was reached. The action is effective upon the date the notification was written. A copy of the letter will be placed in the **student's disciplinary file maintained by the Registrar. Students have the right to appeal** this decision to the College Hearing Panel, if warranted, as described in the Appeal Process section.

College Hearing Panel Procedures

In cases where suspension or expulsions are possible outcomes, the College Hearing Panel may be utilized, in lieu of a Disciplinary Conference. In such cases, the Notice of Hearing sent by the Dean of Students shall detail the alleged violations, a summary of the alleged misconduct, and the time and date of the hearing.

1. The College makes it standard practice to request that FERPA waivers will be signed by involved students (respondent and claimant if applicable) upon Notice of Hearing to allow parties to share information within the panel.
2. If the student charged cannot appear at the time specified, the student must contact the Dean of Students at least two (2) business days before the hearing is scheduled to arrange a different time for the hearing.
3. If the student has not contacted the Dean of Students and/or does not appear at the hearing, the College Hearing Panel may make a decision of responsibility or non-responsibility and determine the sanction.
4. At the hearing (or prior to), the Dean of Students will review the possible sanctions and **student's rights with the student. The student will have an opportunity to present any evidence or testimony on his or her own behalf.**
5. The College Hearing Panel will be comprised of an odd number of members (faculty members and College staff representatives). No statements will be made to the general public by members of the hearing panel before/during the hearing, or after deliberation. In all hearings, at all levels, no individual will be required to offer evidence which may be self-incriminating. Each campus will have a pool of trained members from which three members will be drawn to hear the case and to serve on the College Hearing Panel. Members will be appointed by the Dean of Students.
6. One member of the College Hearing Panel will serve as Chairperson and shall preside at the hearing. During the hearing, the Chairperson shall inform the student of the charge, the hearing procedures, **the student's** rights, and shall answer any questions the student charged might have on these matters.
7. The College Hearing Panel Chairperson may exclude irrelevant, immaterial, or unduly repetitive information. The Panel may have access to any and all materials from the original complaint, investigation, and disciplinary conference (if applicable).
8. The College or the student is entitled to challenge a committee member for a cause. Removal of a panel member will be at the discretion of the remaining panel members.
9. The Chairperson shall call witnesses and direct any questioning. The student may then share information with the Panel, which may include written testimony and witnesses on his or her behalf. In Title IX-related cases, both the Claimant and Respondent will be afforded equal access within the proceedings (for more information, see Sexual Assault, Sexual Harassment, Domestic/Dating Violence, Stalking – Investigative & Hearing Procedures section in this handbook). Questions from the Claimant/Respondent towards the other party will be directed to the Hearing Panel only.
10. An advisor/support person for the student may assist the student with the preparation for the hearing and consult directly with the student during the proceedings; however, that person may not actively participate by questioning/cross-examining witnesses or other participants, or formally address the hearing participants.
11. After reviewing the evidence and hearing from the student, the Hearing Panel will determine based on the standard of the preponderance of the evidence if the student is responsible or not responsible for the alleged violation. Any student who is found to have violated a regulation governing student conduct will be subject to the sanctions as listed in this section.
12. The Hearing Panel's **decision as to whether a student is responsible for a student conduct violation and the appropriate sanction, if any, will be sent to the student within a timely fashion at the last known address provided by the student to the institution. For Title IX-related issues, both the Claimant and Respondent will be notified simultaneously. This letter will include the reasoning by which the decision was reached. The action is effective upon the date the notification was written. A copy of the letter will be placed in the student's disciplinary file maintained by the Registrar. Students have the right to appeal this decision to the College Provost, if warranted, as described in the Appeal Process**

section. Note: If a sanction resulting from a Disciplinary Conference is appealed and reviewed by **the College Hearing Panel, the Hearing Panel's decision is not subject to** further appeal.

Appeal Process

Access to an appeal is defined within College policies and procedures, but must be requested by the student (for Title IX-related issues, this can be the Claimant or Respondent) no more than five business days after the sanctioning decision as dated on the Notice of Sanction letter. If a student feels that he or she has been disciplined unfairly through the Disciplinary Conference or College Hearing Panel procedure, or if he or she wishes to appeal some other decision considered to be unjustified, unfair, or a violation of student rights, then the student should utilize the appeal process. An appeal is not granted in cases where there is disagreement with a College policy or procedure. In those cases a student may file a complaint with the appropriate department. Appeal forms are located in the Dean of Students Office (Room 115 at MCC) as well as on the website. Housing sanction appeal forms are available in the Director of Student Engagement and Residence Life's **Office**. Notes:

1. The right to appeal does not necessarily entitle a student to a hearing of his/her case. Based on the appeal information forwarded by the student, a hearing may be granted by either the College Hearing Panel, or before the Dean of Students depending on the sanctioning department and incident. If a student appeal is granted, the Dean shall send the student a Notice of Hearing within a reasonable timeframe, usually within 10 business days of the appeal submission.
2. Failure to appeal or comply with appeal procedures will render the original decision final. In the event of extenuating circumstances, an extension in time may be requested by submitting a written request to the Provost (or designee) stating specific reasons for the request of additional time including why the timeline for the appeal was not met.
3. Any sanction imposed as the result of a Disciplinary Conference or College Hearing Panel will remain in effect during the process of appeal. The Provost or Dean of Students has the authority, under extenuating circumstances, to defer the imposed sanction while the appeal is in process. The appeal of a Disciplinary Conference sanction is to the College Hearing Panel. The appeal of a College Hearing Panel sanction is to the College Provost which is the final formal step **for an individual's appeal**.
4. The following constitute reasons for an appeal and the appellate individual or panel should limit its review to these issues:
 - a. **The student's due process rights were substantially violated in the** hearing process or procedural errors were made in the original hearing.
 - b. There was not substantial evidence to support the decisions reached.
 - c. There is new material evidence that could not have been discovered at the hearing time.
 - d. The sanctions imposed were too severe or not appropriate for the violation.
 - e. Bias of adjudicator produced a fundamentally unfair hearing or denied due process.
5. An appeal may be denied for insufficient grounds to request an appeal. However, if the appeal is granted at either level, the College Hearing Panel (or Provost, if applicable) may:
 - a. Accept the report and decision of the disciplinary conference/College Hearing Panel.
 - b. Reverse the decision and dismiss the case or remand the case for receipt of additional evidence (only if not available to the student at time of hearing) or to allow an opportunity for the student to prepare and present a defense.
 - c. Accept the decision, but reduce the sanction imposed. In the appeal process, the Hearing Panel (or Provost) may not increase the sanction.

6. **Withdrawal of Student:** If a student withdraws from the College, the withdrawal does not affect the ability of the College to initiate or continue disciplinary proceedings against the student for actions or events, which occurred prior to the withdrawal.

Title IX Procedures

Title IX prohibits discrimination based on several categories.

Title IX, of the Education Amendments of 1972, is a federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity. Issues related to sexual assault, sexual harassment, domestic/dating violence and/or stalking align our processes with Student Code of Conduct procedures but may have additional requirements as regulated by Title IX legislation. More information on those procedures are found in the Sexual Assault, Sexual Harassment, Domestic/Dating Violence, Stalking section which is under the Student Policies and Procedures portion of this Handbook. Depending on the findings of the Title IX investigation, the disciplinary processes listed in the preceding sections may be utilized.

Pregnant and Parenting Students

Students who are pregnant or parenting have certain rights under Title IX including:

1. Allow you to continue participating in classes and extracurricular activities.
2. Excused absences due to pregnancy or childbirth for as long as your doctor says it is necessary.
3. Allow you to return to the same academic and extracurricular status as before your medical leave began, which should include giving you the opportunity to make up any work missed while you were out.

Student Policies & Procedures

Grievances and Complaints

The College believes in maintaining an educational environment that is positive and productive for its students. Occasionally, a student may claim that he or she has experienced an alleged violation, misinterpretation, or misapplication of IVCCD Board Policies, rules and regulations; or has been unfairly treated by an IVCCD employee or another student; or that the contractual relationship between the student and IVCCD has been breached. When these situations arise, students should follow the Student Grievance Procedure. For all other complaints and feedback, the student should follow the Student Feedback/Complaint Procedure. Forms are found in the Dean of Students Office or on the College website.

Student Grievance Procedure

The grievance form includes a written summary of the situation. According to Board Policy 502, the written grievance is to be resolved through the following steps and will be judged on the preponderance of the evidence standard:

1. The student is expected to make every effort to resolve the problem with the IVCCD employee (if applicable), including a meeting with that employee.
2. If no solution is reached between the student and the employee, the student may file a formal grievance. The written grievance form must be submitted to the Provost of the College (or to his or her designee) within 10 business days of the initial meeting with the employee.
3. If no solution is reached between the student and the Provost (or designee), the grievance may be appealed in writing within five business days of the subsequent decision to the IVCCD Chancellor. The decision of the Chancellor is final and ends the grievance process.

Student Feedback/Complaint Procedure

The College is committed to providing high quality services. We strive to deal with all students in a fair, efficient and courteous manner and feedback and complaints are important to the

improvement of College services. All complaints and feedback, including the outcome, are documented and shared annually with the Provost. Feedback or complaints that are unrelated to a grievance should follow these steps:

1. Complete the Student Feedback/Complaint Form found in the Dean of Students Office or on the College website.
2. Discuss the complaint/feedback with those within the department faculty or supervisor with oversight of that decision, policy, or service.
3. If a student is dissatisfied with the results of the initial meeting, he or she should contact the member of the **College's** administrative team with oversight over the area to discuss the concern.

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 your complaint at <https://www.iowacollegeaid.gov/content/constituent-request-review>. If an issue cannot be resolved through ICSAC, you may file a complaint with either the Iowa Department of Education (515-281-0319) or the Higher Learning Commission (<https://www.ncahlc.org/>; ph. 312-263-0456).

Academic Freedom for Students

In the interests of promoting the best possible educational environment for members of the community and remaining consistent with the rights of others, students shall be free to examine and express opinions on all questions of interest to them. Students shall be guaranteed all constitutional rights, including freedom of inquiry, expression, and assembly. All regulations contained in the Student Code of Conduct are designed to achieve the maximum academic freedom coupled with responsibility and necessary order.

Proactive Intervention Team (PIT Crew)

The MCC PIT (Proactive Intervention Team) Crew is a multidisciplinary team that provides proactive monitoring and assistance to students who are exhibiting concerning behaviors, both to support students and assist faculty/staff. If any staff or faculty observes these behaviors, PIT Crew should be notified immediately. Upon notification, the PIT Crew will coordinate a team response to the concern and keep the reporter informed of any actions taken. PIT Crew will consult multiple sources to determine the level of concern and type of action. Depending on the situation, this response may include meeting with the student, following up with other stakeholders and possibly stronger interventions such as student referrals, student removal from a class and/or campus until the threat can be assessed. For concerns about an individual's behavior, reporters should contact as early as possible a member of the PIT Crew or utilize the PIT Crew email group and/or notify a supervisor if these concerning behaviors are observed. No issue is too small to be acknowledged.

Students with Special Needs

MCC provides individualized assistance to students with special needs who identify themselves and request help. The College staff can provide advocacy, advice, counseling and referral information. By working together, students and staff strive to eliminate attitudinal and architectural barriers, which **might impede successful completion of a student's** studies at MCC.

The College adheres to all requirements of the Americans with Disabilities Act and will make reasonable accommodations for any student or patron with a physical need (in the laboratories, classrooms, restrooms, or for student activities and athletic contests). A barrier-free environment is stressed, and the campus is physically accessible throughout.

Should classroom modification be needed, students with special needs should notify instructors so physical changes can be made (see Steps to Obtain Accommodations below).

Parking spaces are marked and reserved for students displaying handicap permits in their vehicles. There is a drive-up entrance to the building on the east end of the 200 corridor (Door 2), and

controlled (electronic access) doorways at the main entrance (Door 1), at the south end of the 500 corridor (Door 9) and the east end of the 400 corridor (Door 4).

Steps to Obtain Accommodations

Students with special needs should plan ahead for requesting accommodations. Reasonable accommodations can be made in a timely manner, but it may involve faculty, family members, counselors, other support personnel, and the student. Careful planning can assure that all involved will have time to respond to identified needs.

1. Contact Martha Schwandt, Learning Services Specialist, at 641-844-5769, and schedule an appointment to discuss and begin completion of the Application for Students with Disabilities form.
2. After completing the form, meet with Learning Services Specialist to submit documentation of disability if deemed necessary and review the information. Then an appropriate support/action plan will be developed with assistance of other College personnel or vocational rehabilitation counselors, as needed.
3. If documentation is requested and not received, release forms may be signed to authorize the College to request such documentation prior to developing a support/action plan. When documentation is received, students will work with faculty/staff to develop and implement a plan based on individual needs.
4. A letter documenting eligibility to receive services will be sent to the student, who may use it to visit with instructors each semester. Students are encouraged to meet with all **instructors during the first two weeks of each semester. It is the student's** responsibility to keep instructors informed of continuing/updated needs.

The College **recognizes that students' accommodation needs may change during the time they are** attending classes, and the accommodation support/action plan may change accordingly. A student who feels his or her accommodation needs have not been met should contact Martha Schwandt, Learning Services Specialist, at 641-844-5769. If that meeting does not result in satisfaction, students should follow the grievance procedure outlined under Student Policies & Procedures.

Service and Assistance Animal Policy

Iowa Valley Community College District prohibits the presence of animals on its campuses, with the exception of those animals used for academic purposes (e.g., laboratory and instructional use), service animals, and assistance animals (limited to campus housing only and with prior approval). In recognizing the important role that service and assistance animals can play in facilitating the independence of some individuals with certain disabilities, students needing accommodations of this type are encouraged to contact Martha Schwandt, Learning Services Specialist (Room 406) at 641-844-5769 for more information. Additional details can be found in IVCCD Board Policy 526 available on the college website, including information on:

- Definitions for service and assistance animals
- IVCCD approval of service or assistance animals
- Acceptable locations for service and assistance animals
- Campus Housing and Service or Assistance animals
- Control of a service or assistance animal and removal from campus
- Grievances and Complaint procedure related to Service or Assistance Animals
- Additional information related to both Service and Assistance animals

Academic Integrity Procedures

Consistent with College policy, cheating, the appearance of cheating, and plagiarism in classes will not be tolerated. For purposes of all classes, cheating includes but is not limited to the use of calculators with programmable text used during exams if the text function is used, using study sheets or other written material during the exams when it is a closed book exam, using another student's answers with or without their knowledge, or supplying answers, and the use or

appearance of use of other restricted items. When a student is found cheating on any assignment **the penalty will be at the discretion of the instructor's policy, but it could range** from awarding zero points for that assignment/exam to failing the course. Further exams taken by that student will be under the direct supervision of the instructor at a time and place designated by the instructor. Violations of the academic integrity policy are subject to Student Code of Conduct processes.

College Closings

It is the policy of MCC to hold regular classes on all days scheduled on the College calendar. If an emergency develops requiring the College to close, the announcement will be made via the **College's Emergency Notification System (ENS), and local television and radio stations.**

Tiger Line

The Tiger Line is the MCC college phone line message service that is available after 7:45am to call regarding class cancellations due to weather, instructors' absences, utility shutdowns, or other conditions. The Tiger Line number is 641-752-6536.

Emergency Notification System (ENS)

College delays or cancellations due to weather, utility shutdowns, or other serious conditions will be available via the College website and through the (ENS) Emergency Notification System. All students are automatically enrolled in the IVCCD Emergency Notification System. Changes to your phone information must be completed by submitting a Personal Information Change Form to **the Registrar's office as soon as possible to ensure that you will receive alert messages.** You may elect to opt-out of receiving **text messages from IVCCD ENS by texting "stop alert" to 23177.** You cannot opt out of receiving emergency messages to your student email account.

Parking Regulations

Free parking is provided for all MCC students. Residential students will have parking available in designated areas. Vehicles that are parked in restricted areas, as well as vehicles not moved within 36 hours of a snow event will result in the vehicle being **towed at the student's expense.**

Tobacco-Free Campus

Iowa Valley Community College District is committed to providing a safe and healthy environment for students, visitors and employees. The Iowa Legislature passed the Iowa Smokefree Air Act (H.F. 2212) of 2008 and the U.S. Surgeon General has found that use of tobacco is a significant **health hazard. IVCCD's campus is both smoke-free and tobacco-free.** Use of tobacco in any form and nicotine simulation or vapor products (e.g. e-cigarettes) is not allowed on any of our grounds or in any of our facilities or vehicles. This includes all buildings, grounds, sidewalks, parking lots, vehicles, and streets within the campus. This also includes personal vehicles on school grounds in **accordance with Iowa's Smokefree Air Act.**

Student disciplinary procedures and/or civil penalties can be assessed to students found in violation of this regulation. Retaliation against anyone who registers a complaint is prohibited and **subject to IVCCD's disciplinary procedure.** To register a complaint, contact a College administrator or the Iowa Department of Public Health at 1-888-944-2247 or visit www.IowaSmokefreeAir.gov.

Drug-Free Campus

It is the policy of MCC to comply with the Drug-Free Schools & Communities Act Amendments of 1989.

Legal Sanctions for Possession & Distribution of Illicit Drugs or Unlawful Possession of Alcohol

Federal Statutes

- Manufacture, distribute, or possess with intent to deliver a controlled substance or counterfeit substance (Title 21, USC 841). Penalty: Sentences range from two years and \$10,000 or both to 15 years and \$25,000 or both. All sentences carry a mandatory minimum confinement and repeat offenders are subject to double penalty.

- Possession of controlled substance, including marijuana (Title 21, USC 844). Penalty: First conviction up to one year and \$1,000-100,000 or both. Special sentencing provisions for possession of crack cocaine: Mandatory five years up to 20 years and up to \$250,000 or both. Repeat offenders' penalties in both cases are increased.
- Distribution of controlled substance to persons under age 21 (Title 21, USC 845). Penalty: The penalties of USC 841 are doubled and the mandatory minimums are doubled.

Note: Any property that has been used to facilitate the commission of a criminal offense or to avoid detection or apprehension of a person committing a criminal offense or property acquired as proceeds of a criminal offense are subject to forfeiture under both federal and state law. This includes not only cash but also cars, boats, airplanes, guns, coins, and even houses. In addition, conviction results in denial or revocation of federal benefits such as student loans, grants, contracts, professional and commercial licenses, and firearms approvals. See Federal Register Vol. 55, No. 159, for details and specific trafficking penalties for all drug categories and offenses.

State Laws

- Possession of a controlled substance (first offense) includes any drug: minimum fine **\$315, loss of driver's license for 180 days, two-day jail sentence**; maximum fine of \$1,875 and one year in jail. Courts may order denial of all federal benefits (including student loans) for all drug convictions.
- Manufacture, delivery, or possession with intent to deliver a controlled substance including heroin, cocaine, methamphetamine, amphetamine, PCP, LSD, marijuana: maximum 50 years prison and \$1 million fine (mandatory minimum confinement, 1/3 of sentence, \$1,000 fine). Other drugs such as peyote, opium, hallucinogens, and other stimulants/depressants: maximum 10 years and \$10,000 fine; minimum of 1/3 of sentence, \$1,000 fine. Possession of firearm during crime doubles punishment with mandatory prison confinement.
- Drug Tax Stamp: **drug dealers are required to buy "drug tax stamps" from the Iowa Department of Revenue.** If you are arrested for drugs (e.g., delivery, manufacturing, possession with intent) and do not have tax stamps the Revenue can seize personal property and sell it to satisfy the tax bill. This is a Class D felony, five years in prison and \$7,500 fine.
- Gatherings where controlled substances are unlawfully used: Sponsor, promote, aid, or assist in the sponsoring or promoting of a meeting, gathering, or assemblage with the knowledge or intent that a controlled substance will be distributed, used or possessed there results in Class D felony: 5 year sentence and \$7,500 fine. If marijuana only is used, it is a serious misdemeanor with 1-year sentence and \$1,875 fine.
- Distribution of controlled substance to person under age 18: Class B felony, 25 years, five-year mandatory minimum confinement; Class C felony, 10 years, 3 1/3 year minimum confinement.
- Manufacture or distribution of methamphetamine in presence of minor: 99 years in **prison. "In presence of" can mean: minor physically present, a minor not present but lives there, at a multiple unit residential building (apartment), at a motel, or in a building where minors' presence can reasonably be expected. Distribution within 1,000 feet of a secondary or elementary school: Additional five-year sentence.**
- Unlawful Alcohol: The legal age to possess alcohol is 21. Possession/distribution by a **person under age 21: First offense: \$200; Second or more offense: \$500 and driver's license suspended up to one year.** Distribution by person age 21 or older: Serious misdemeanor, \$500 minimum fine. If act results in serious injury to anyone, it is an aggravated misdemeanor (fine \$500 to \$5,000 and two years in prison). If act results in death, it is a class D felony (\$7,500 fine, maximum five years in prison).

- Drinking and Driving: Effective July 1, 1995, anyone under age 21 who is caught driving with a blood alcohol content of .02 or more will lose his or her driver's license or permit for up to 60 days. Temporary driving permits for school, work, or any reason will not be allowed during the suspension period. Realize that .02 is a very small amount ... as little as one beer or drink.
- Drivers age 18 and over can be prosecuted for Operating While Intoxicated (OWI) if they: 1) drive under the influence of an alcoholic beverage and/or drug, 2) drive with an alcohol concentration of .08 or more, or 3) drive with a controlled substance in their system. The penalty for OWI first offense is from two days in jail and \$1,250 fine to one year in jail. Second offense: seven days in jail and \$1,875 fine to two years in jail and \$6,750 fine. Third or more offense: 30 days in jail and \$3,125 fine to five years in prison with a maximum of \$9,375. In addition, various license suspensions start with six months, and vehicles can be impounded or immobilized for OWI second and third offenders. On third offense OWI, license can be barred for six years.

Local Ordinances

- Illicit Drugs: Use or possession with intent to use (drug paraphernalia, inhaling intoxicants): Maximum 30 days in jail and/or \$100 fine. State penalty is a fine of at least \$50, not to exceed \$500 and up to 30 days in jail.
- Public Intoxication: Up to \$100 fine, or up to 30 days in jail.
- Unlawful Alcohol: Open container in a public place; under legal age in bar or pool hall serving alcohol: Up to \$100 fine or penalty, or up to 30 days in jail.

Conduct of Campus Visitors

Access to all facilities and grounds of Iowa Valley Community College District is generally limited to students, employees and visitors for the purposes of study, work, teaching, and conducting other College business. Access to individual classrooms, laboratories and programs are limited to those enrolled in the courses and programs meeting at such locations. Visitors on campus who are not students or employees of the College are to conduct themselves in accordance with the laws, as well as commonly accepted standards of behavior and safety. Any conduct which involves loitering; intentional or negligent disruption; noise; threats; any kind of harassment, sexual or otherwise; verbal or physical abuse; endangerment of the health or safety of any person; or inappropriate entry into obstruction of, or unauthorized occupation of any College property by a visitor will be in violation of Board Policy 832. College employees have the authority to inform visitors to leave immediately. Failure to leave will result in police being summoned to take appropriate action.

Please refer to campus housing manuals for requirements of residential visitors.

Crime Prevention

Students and employees are expected to be aware of personal safety practices and to take preventive action on campus. Students and employees should take precaution by keeping personal property on their person or securing it in a safe place (locker or locked drawer). Cars in campus parking lots should be **locked to safeguard contents, and students should adopt a "buddy system"** when going to their cars, especially at night. Information about criminal sex offenders can be found at www.iowasexoffender.com. The College occasionally conducts seminars on safety and crime prevention.

Use of illegal drugs or alcoholic beverages on campus or at College-sponsored activities is strictly forbidden and subject to state and federal laws.

IVCCD also maintains a "zero tolerance" for firearms, weapons, explosives, bomb-making materials and /or poisonous gases on college property. The possession or use of these items is prohibited on campus including but not limited to buildings, grounds, parking lots, and housing units. The College forbids violence in any form including harassment and bullying by or toward employees and students.

Reporting Criminal Activities

Required reporting of criminal activity was formalized under the Crime Awareness and Campus Security Act of 1990. In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (also known as the Clery Act), IVCCD and MCC produce an Annual Security and Fire Safety Report, which is on the MCC website **in the 'Right to Know' section under 'About MCC'**. The report is published annually by Oct. 1, containing three years of campus crime statistics and certain campus security policy statements.

Campus crime statistics are available through the Dean of Students Office (Rm 115B) and **Provost's Office (Rm 119) or by going to <http://nces.ed.gov/IPEDS/COOL>** and searching for Marshalltown Community College.

Reporting Procedures

1. Call 9-1-1 and report the incident
2. Upon discovery of or witness to a criminal act, immediately notify the MCC Student **Services receptionist at the main (west) entrance, the Provost's Office in Room 119, or a** College administrator.
3. MCC administrators may also contact the proper law enforcement authority.
4. Within 24 hours of the criminal act, file a crime report with the Provost of the College.

Harassment & Discrimination

Harassment and discrimination are prohibited and will not be tolerated at the College. Students, faculty, staff, administrators, and board members are responsible for promotion, understanding, and acceptance of College policies. Following are excerpts from IVCCD policies regarding education about and compliance with state and federal regulations governing harassment and discrimination. Complete information is available in IVCCD Board Policy 517 or by contacting a College official.

It is the policy of Iowa Valley Community College District that no individual will be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by the District on the basis of actual or potential parental, family or marital status; age; color; creed; gender identity; national origin; physical or mental disability; race; religion; sex; or sexual orientation as required by the Iowa Code §§ 216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq). Retaliation against any individual for reporting discrimination or assisting in providing information relevant to a report of discrimination is strictly prohibited by IVCCD and constitutes a violation of this policy.

It is in violation of College policy for any student or staff member to discriminate against or harass other students or staff members through conduct designed to reduce the dignity of that individual. Violations of this policy will result in disciplinary action up to and including expulsion or dismissal.

Definitions

Harassment and discrimination may include, but are not limited to:

- physical behavior or verbal or written comments of an offensive nature;
- social invitations and comments with sexual innuendos;
- **the use of racial or sexual epithets or stereotypes, "slang" names, or any other language or** action that by its nature or effect degrades or insults a person;
- repeated remarks of a demeaning nature;
- **implied or explicit threats concerning one's education;**
- demeaning jokes, stories or activities directed at a student;
- inappropriate touching, such as unwelcome hugging, pinching or patting;
- vulgar or obscene jokes, cartoons or pictures.

The College also prohibits unwelcome sexual advances, requests for sexual favors and other verbal and physical conduct of a sexual or otherwise offensive nature when submission to such conduct is made either explicitly or implicitly a term or condition of **a student's educational decision** or benefit; when submission to or rejection of such conduct is used as the basis for educational decisions affecting a student; when such conduct has the purpose or effect of unreasonably **interfering with a student's educational performance**; or when the conduct creates an intimidating, hostile, or offensive education environment.

Reporting Procedures

Students who believe they have experienced harassment or discrimination should report to MCC Education Equity Coordinator (MCC room 115C, 641-844-5716), who will serve as investigator. Complaints will be handled in a timely and confidential manner to the extent possible. Those involved in the investigation will be instructed not to talk about the complaint outside the investigation. MCC strictly prohibits any acts of retaliation against a student for filing a complaint, assisting or participating in a harassment or discrimination investigation/hearing, or opposing language or conduct that violates this policy.

The investigator will talk with the student making the complaint to obtain an understanding and a statement of the facts. The investigator will also meet with the accused to obtain a response to the complaint. The investigator may meet with the parties involved in the complaint as often as the investigator determines to be necessary. If the complaint involves a College employee, the Vice Chancellor of Administrative Services will become involved. Upon completion of the investigation, the investigator will make a recommendation to the Provost, who will determine what further action should be taken on the complaint.

Sexual Assault, Sexual Harassment, Domestic/Dating Violence, Stalking

IVCCD supports the rights of all students to live and study in an environment free from sexual coercion and violence.

Sexual misconduct is a crime punishable by both civil and criminal legal action and a serious violation of the IVCCD Standards of Conduct. It will not be tolerated within our community. Employees and students at IVCCD are charged with the responsibility of being familiar with and abiding by the standards of conduct set forth herein. The District will provide programs to prevent domestic violence, dating violence, sexual assault, stalking, and sexual harassment, including primary prevention and awareness education programs for all incoming students, as well as ongoing prevention and awareness campaigns for students and employees, which shall contain the information included in this guideline and related board policy and as required by law. In addition to direct areas of threat, IVCCD will engage in training opportunities for bystander intervention which focuses on both prevention messages and advocates for the facilitation of appropriate bystander behavior. This is done by a) increasing awareness of gender violence, b) increasing recognition that it is a problem, c) increasing ownership/responsibility of the issue, d) developing skills to intervene, and e) increasing recognition of such intervention.

The requirements of this policy do not discriminate based on sexual orientation or preference of individuals engaging in sexual activity.

All College employees are considered mandatory reporters, with exemptions made for mental health professionals and clergy as the law allows. When an employee becomes aware of an alleged act of sexual assault, sexual harassment, domestic/dating violence or stalking, the employee must promptly contact MCC Title IX Coordinator Nate Chua (641-844-5743). The employee will complete a SaVE Act Reporting form. A response team is also available to provide guidance.

Definitions

Consent. Consent is knowing, voluntary, and clear permission by word or action, to engage in mutually agreed upon sexual activity. In order to be effective, consent cannot be procured by use

of physical force, compelling threats, intimidating behavior, or coercion. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. For consent to be valid, there must be clear expression in words or actions that the other individual consented to that specific sexual conduct. When someone makes clear that he or she does not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive. Silence or the absence of resistance alone is not consent. Consent may be withdrawn at any time.

In order to give effective consent, one must be of legal age (18). Sexual activity with someone a person knows to be -- or should know to be -- mentally or physically incapacitated (because of disability, alcohol or other drug use, sleep, unconsciousness, blackout, or bodily restraint), is a violation of this policy. Any time sexual activity takes place between individuals, those individuals must be capable of controlling their physical actions and be capable of making rational, reasonable decisions about their sexual behavior. A person who has consumed alcohol or drugs may experience diminished capacity for effective decision-making and action, and thus may be incapable of consenting to sexual activity. Sexual activity with someone whose incapacity results from the ingestion of a so-called date-rape drug is in violation of this policy. Use of alcohol or other drugs will never function to excuse behavior that violates this policy.

Sexual Assault. An offense that meets the definition of rape, fondling, incest, or statutory rape as used by the FBI's Uniform Crime Reporting (UCR) program as noted below:

- Sex Offenses: Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
- Rape – the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- Fondling – The touching of the private body parts of another person for the purpose of sexual gratification without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- Incest – Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory Rape – Sexual intercourse with a person who is under the statutory age of consent.

Sexual assault includes, but is not limited to, any sexual activity by a group or individual that takes place without the effective consent of the other individual(s) involved. Sexual activity with someone mentally or physically incapacitated (because of disability, alcohol/drug use, sleep, unconsciousness, blackout or bodily restraint) is a violation of this policy. Sexual activity includes, but is not limited to, intentional contact with breasts, buttocks, groin or genitals, or touching another person with any of these body parts, or making another person touch you or themselves with or on any of these body parts; intercourse, however slight, meaning vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue or finger; and oral copulation (mouth to genital or genital to mouth contact).

Sexual Harassment is a sexual misconduct that includes unwelcome sexual advances, requests for sexual favors, and other verbal, written or physical conduct of a sexual nature when 1) submission is made explicitly or implicitly a term/condition of educational benefits, academic evaluations or access to/participation in other College activities or opportunities, 2) submission to or rejection of such conduct or communication is used as the basis for educational decisions affecting an individual, or 3) the behavior is sufficiently severe or pervasive to unreasonably interfere with the student's education or College activities, or creates an intimidating, hostile or objectively offensive educational environment. Sexually harassing behavior may include, but is not limited to, spreading sexual rumors, catcalls or whistles, making sexual gestures, exposing

genitalia and/or touching oneself sexually in front of another, repeated and unwelcome sexual conversations, unwelcome and persistent flirting or teasing of a sexual nature, persistent efforts to develop a sexual relationship, pressure to engage in sexual behavior, other verbal or physical conduct that could be construed as sexually-based, or unwanted electronic capture (webcam, camera, video, etc.) of a sexual nature. These behaviors may be verbal, written or electronic in nature. Sexually exploitative behavior occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Sexual exploitation may include, but is not limited to, prostituting another student, non-consensual video/audio-taping or photography of sexual activity, unauthorized posting/distribution of materials involving the sexual activity of another person, going beyond the boundaries of consent (such as voyeurism/secretly watching others), or knowingly transmitting an STD or HIV to another student.

Domestic violence is a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or by any other person against an adult or youth victim who is **protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.**

Intimate Partner Violence. Intimate partner violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of **such a relationship shall be determined based on the reporting party's statement and with** consideration of the length of the relationship, the type of the relationship, and the level of interaction between the persons involved in the relationship. For the purposes of this definition, intimate partner violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Intimate partner violence does not include acts covered under the definition of student domestic violence.

Stalking means engaging in conduct directed at a specific person that would cause a reasonable person to fear for his/her safety or the safety of others or suffer substantial emotional distress.

Reporting Procedures

In an emergency, contact the Marshalltown Police Department at 9-1-1 or 641-754-5725, and MCC Title IX Coordinator Nate Chua at 641-844-5743 (MCC room 115B). A student who wishes to report a sexual assault or misconduct or file a complaint against another student or College employee should notify the Title IX Coordinator; any member of the MCC Response Team can explain support options, investigative steps, and hearing procedures. Complaints will be handled in a timely and confidential manner to the extent reasonably possible.

The alleged victim has the option to notify law enforcement authorities including on-campus and local police, be assisted by campus authorities in notifying law enforcement authorities (if the victim so chooses), and decline to notify such authorities.

It is important to preserve evidence as may be necessary to prove domestic violence, dating violence, sexual assault, stalking, or sexual harassment, or to obtain a court order. It is imperative for sexual assault victims to have an examination at the local emergency facility as quickly as possible, and to not shower prior to having a forensic examination. The longer an individual waits to pursue this option, the more difficult it becomes to collect forensic evidence. The Title IX Coordinator, a sexual assault advocate, or local police can assist a victim in obtaining an exam. Crime Victim Compensation may be available to victims of sexual assault; for more information, call 800-373-5004.

Support for Students

A student who files a report under this policy, as well as witnesses and any students present immediately before, during or in the aftermath of an alleged sexual assault/misconduct may not be referred for disciplinary action for unrelated violations (e.g. alcohol, parties, drugs, etc.). After reporting the alleged sexual assault/misconduct to the Title IX Coordinator or campus security, a student may request these or other reasonable accommodations:

1. Change of an on-**campus student's housing** to a different on-campus location.
2. Transferring class sections when available.
3. Assistance in exploring alternative housing, incompletes, leave, or withdrawal.
4. Assistance from the Financial Aid Administrator in understanding financial obligations and options, including issues related to loan repayments terms and conditions.
5. Alternative work arrangements on campus.
6. No contact directives.

On-campus and off-campus resources are available to students at any time. Such accommodations may be requested by the student regardless of whether he/she chooses to report the crime to campus police or law enforcement. MCC offers free mental health counseling through the Student Assistance Program. Contact Nancy Adams at 641-844-5753 or Nancy.Adams@iavalley.edu. Marshall County counseling services include:

- Center Associates (formerly Mental Health Center of Mid-Iowa): 9 N. 4th Ave., 641-752-1585.
- Child Abuse Prevention Services, Inc.: 104 S. 1st St., 641-752-1730.
- **Crime Victims' Compensation Program: 515-281-5044.**
- ACCESS Sexual Abuse Hotline 1-800-203-3488
- ACCESS Domestic Abuse Services 1-855-983-4641
- Shelter Services 1-888-696-2980
- Iowa Sexual Abuse Hotline: 1-800-284-7821.
- Marshalltown Medical & Surgical Center: 3 South 4th Ave., 641-754-5151.
- Youth & Family Shelter Services: 11 East State St., 641-752-2300.

The MCC Response Team will make available a member to serve as an informal support person for both an alleged victim and an accused individual to help each party navigate through the student conduct process. A student who desires that details of the incident be kept confidential may speak with individuals who meet the professional counselor/pastoral exemption under the Clery Act (mental health counselors) and who thus may not be obligated to report crimes they have learned about. Additionally, students may speak to off-campus rape crisis resources that may maintain confidentiality and/or clergy or chaplains off-campus. The College will protect the confidentiality of alleged victims and will not include identifying information about them in publicly available reports, to the extent permitted by law. Written notification will also be provided to students about existing counseling, health, mental health, victim advocacy, legal assistance and other support services for alleged victims, both on-campus and in the community.

Investigative & Hearing Procedures

The Title IX Coordinator will meet with a student considering submitting a complaint, outline the process for filing a complaint, and explain College procedures. A written report is typically required for a case to be referred for action, but in cases of perceived danger for the campus community, the Title IX Coordinator may request a hearing of the Response Team without the cooperation of the student who originated the complaint. College proceedings will provide a prompt, fair and impartial investigation and resolution. Proceedings will be conducted by officials who receive annual training related to sexual misconduct and how to conduct an investigation and hearing that protects the safety of victims and promotes accountability.

Upon receipt of a report the Title IX Coordinator will contact the accused individual(s) to explain the procedures and outline the basis for the complaint. The accused has the right to see the report that alleges a violation.

As a matter of process, both parties in a case are ordered to have no contact with one another. This allows the matter to proceed without any possible harassment or miscommunication between parties. Students may pursue other orders of protection through the court system.

Once the College receives notice about a pending case of sexual assault/harassment or misconduct, an investigator will review the matter and interview students and/or employees involved along with potential witnesses. The investigator will submit written documentation to the Title IX Coordinator, who will make a determination about whether or not a complaint may proceed to a hearing with a Hearing Panel specifically trained to deal with sexual assault/harassment and misconduct.

The respondent and complainant will be provided timely and equal access to any information that will be used during informal and formal disciplinary meetings and hearings.

College proceedings are confidential to the extent possible and permitted by law. The Hearing Panel receives written complaints and schedules and conducts hearings related to sexual misconduct. The Title IX Coordinator facilitates the hearing but is not a voting member of the Panel. A three-member team comprises the decision-making members of the Hearing Panel. The Hearing Panel hears statements from both parties, asks questions, and then makes a decision based upon the greater weight of the credible evidence. The Hearing Panel receives training in conducting hearings specifically related to sexual misconduct allegations.

The respondent(s) has the right to question his or her accuser through questions posed to the hearing board. This right will not be denied. However, the complainant may request that accommodations be made to have separate rooms or a room partition for each party, or may request an alternative reasonable arrangement in order to minimize potential trauma or stress.

The complainant and respondent(s) are each entitled to the same opportunities to have a support person (often a parent, friend, counselor, attorney, or faculty/staff member) present during a campus disciplinary proceeding. This person can be in addition to the College support person.

Pertinent expert, psychological, and medical witnesses, and other evidence may be introduced into hearings, but the Hearing Panel will reserve the right to determine if such evidence is credible on its face or could potentially be subject to rebuttal in the opinion of the Hearing Panel, and thus, of questionable value.

While each case is different, the Hearing Panel will generally ask questions primarily related to the following areas: force, consent, and whether or not (or how) alcohol or drugs played a role in the alleged incident. The Hearing Panel will use the standard of preponderance of evidence in determining outcomes from the hearing.

Both parties will be simultaneously informed in writing of the outcome and sanction of any campus disciplinary proceeding regarding alleged sexual assault/harassment or misconduct within a timely fashion and to the extent permitted by law. Any student found to have violated the sexual misconduct policy will be subject to a sanction ranging from probation to expulsion, depending on the severity of the incident and taking into account any previous campus conduct code violations and any other relevant circumstances. Other individuals who are found to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the Hearing Panel. Other remedial or protective measures may also be implemented as appropriate.

Any party in a hearing may appeal the decision following the Student Code of Conduct procedures. The party may submit an appeal and should have access to the reasoning of the decision as expressed in the summary and to the extent permitted by law. All campus investigations and

disciplinary proceedings will take place within a 60-day time frame, unless otherwise permitted by law.

Any retaliatory action or behavior taken toward an alleged victim or other individual as a consequence of his or her decision to report a violation or pursue or participate in conduct action or criminal prosecution is prohibited. Retaliation by any party may result in further disciplinary action. No officer, employee, or agent of the College shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising his or her rights or responsibilities under the Clery Act, as amended.

Deliberately false and/or malicious accusations of harassment, as opposed to grievances which, even if erroneous, are made in good faith, are just as serious an offense as harassment and will be subject to appropriate disciplinary action.

A student who reports that he/she has been a victim of domestic violence, dating violence, sexual assault, stalking, or sexual harassment, whether the offense occurred on- or off-campus, shall be **provided with a written explanation of the student's rights and options**, as described above. These guidelines shall be construed to be consistent with the requirements of the Clery Act, as amended by the Violence Against Women Reauthorization Act of 2013, including the Campus Sexual Violence Act and other applicable law.

College Student Email & Procedures

All students receive an iavalley.edu email when they are registered as a student. Students are required to regularly check this email because important College information is shared only via this **email during the academic year. It is the student's responsibility to access this email information** regularly so as not to miss any important material. The process to access email is as follows:

- Log in at <https://ivdmail/iavalley.edu>
- Your login ID is your MCC student ID number.
- Your initial password is your 8-digit birthdate formatted as mmddyyyy.
- Most users email address is firstname.lastname@iavalley.edu.
- Important Exceptions: Because of duplicate names, you will need to check your email address after you log in. You will see it displayed in the upper right corner of Outlook Web.

Electronic Communications Policy

Students should be aware that information and communications they post on the Internet, including but not limited to Facebook, Instagram, Twitter, YouTube, Internet message boards, forums, web pages and blogs, are public in nature. When such information and communications posted in these **manners violate the MCC Student Conduct Code or MCC's A Guide to Residence Living, this** information or communications may be used in a Student Conduct or Residential Student Conduct Hearing. In particular, communications that violate the Student Conduct Code and/or A Guide to Residence Living, such as threats and harassment, are violations whether they are transmitted in person, by phone, over the Internet or by any other means. Further information is available in IVCCD Board Policy 524.1.

Reproduction of Copyrighted Material

Reproduction of copyrighted material without prior permission of the copyright owner, particularly in an educational setting, is an issue of concern for the academic community and may violate federal copyright law. The following information is provided so that students can avoid violating the law. Federal copyright law (Title 17 of the United States Code) gives copyright protection to original works of authorship fixed in any tangible medium of expression. Even if no formal copyright notice is attached, written text, music, movies, digital images, and computer software are some examples of intellectual property protected by copyright. The same legal protections for copyrighted works exist in an electronic environment as they do in a paper environment. Penalties for illegal copyright infringement may subject students and others who engage in copyright infringement to significant

civil and criminal penalties including fines and imprisonment as well as sanctions under the Student Code of Conduct.

Bloodborne Pathogens

Universal precautions will be observed at all IVCCD locations in order to prevent contact with blood or other potentially infectious materials. All individuals performing services on the **College's** premises who have potential exposure to bloodborne pathogens must conform to the requirements of the **College's** Bloodborne Pathogens Exposure Control Plan (Board Policy 409).

Chronic Communicable Diseases

The College recognizes its obligation and reaffirms its long-standing commitment to provide a safe and healthful environment for all employees and students (Board Policy 417).

Students with identified chronic communicable diseases, including but not limited to infectious hepatitis, tuberculosis, and HIV/AIDS, may, subject to the provisions of Board policy and guidelines, attend classes and participate in other college-related activities. The College will attempt to make reasonable accommodations so that there is no reasonable risk of transmission of the disease to others and/or no reasonable risk of further injury to the student. The College shall respect the right to privacy of any student who has a chronic communicable disease.

Student Right-to-Know Information

All schools that receive Title IV Federal Financial Aid (Pell Grants, Direct Stafford Loans, Federal Work Study, etc.) are required to inform students each year of graduation rates at their school.

Student achievement (including retention, graduation, transfer and employment rates) is important to MCC. Student cohort retention rates are tracked and reported to the National Center for Education Statistics via the Integrated Postsecondary Education Data System (IPEDS) each spring. The most recent IPEDS submission reports on the fall-to-fall retention rate of fall 2015 first-time, full-time students. The fall 2015 IPEDS cohort consisted of 292 students; 188 students (64 percent) of the cohort enrolled during fall 2016.

The three-year 150% graduation rate is also reported via IPEDS. For Marshalltown Community College students who first entered, full-time in the fall 2013, 35 percent graduated within 150 percent of normal completion time. The transfer rate for the fall 2013 cohort was 14 percent. Student athletes that first entered on a full-time basis during fall 2013 had a graduation rate 60 percent.

The following policies are cited from the Iowa Valley Community College District (IVCCD) Board Policy Manual. The complete policy manual is available online at www.iavalley.edu.

Student Right-to-Know Website

Student Right to Know information is kept up-to-date **on the MCC website in the 'Right to Know' section under 'About MCC'**. This website includes information about graduation rates, grievance and complaint information, and how the College defines credit education.

MCC Education Equity Statement

It is the policy of Iowa Valley Community College District that no individual will be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by the District on the basis of actual or potential parental, family or marital status; age; color; creed; gender identity; national origin; physical or mental disability; race; religion; sex; or sexual orientation as required by the Iowa Code §§ 216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq). Marshalltown Community College and Iowa Valley Grinnell students who feel they have been discriminated against are advised to contact Dr. Patrick Kennedy, Equity Officer, at 641-844-5716 or Patrick.Kennedy@iavalley.edu. Complaints may also be filed with the

Director of the Iowa Civil Rights Commission in Des Moines at (515) 281-4121 and/or the U.S. Department of Education, Office of Civil Rights, at the Chicago office, 500 W. Madison St., Suite 1475, Chicago, IL 60661; (312) 730-1560. Retaliation against any individual for reporting discrimination or assisting in providing information relevant to a report of discrimination is strictly prohibited by IVCCD and constitutes a violation of this policy.

Americans with Disabilities Act (ADA)

In 1990, Congress passed the Americans with Disabilities Act to provide persons with disabilities equal access to employment, education, and social services. MCC is committed to the regulations of the Americans with Disabilities Act in making reasonable accommodations for students or patrons of the College in accessing its facilities.

IVCCD and MCC have a formal procedure (Board Policy 516) for relocating programs, classes, services, or activities to accommodate students with disabilities and to assure accessibility to College facilities. Any student with a disability who has a need for accommodations must notify the College administration of his/her needs, and the College will effect changes in a reasonable manner to assist the student in being successful in the College environment. Steps for obtaining such accommodations, including service animals, are listed in this handbook under Student Policies & Procedures.

To make ADA identification, students should contact Martha Schwandt, Learning Services Specialist (641-844-5769 or Martha.Schwandt@iavalley.edu). A student who feels his or her accommodation needs have not been met should contact Martha Schwandt; if that does not result in satisfaction, students should follow the grievance procedure under Student Policies & Procedures.

Family Educational Rights & Privacy Act of 1974 and Release of Student Information
Copies of Board Policy 501 and the related Guidelines regarding the Act may be obtained via the College website. The following summarizes the provisions of the Act and subsequent amendments:

Students have the right to inspect and review their education records. MCC will grant students the right to inspect their education records within 45 days of the request. Students do not have the right to inspect confidential letters and statements of recommendation put in their file prior to 1/1/75, to parents' financial records, or to confidential letters or recommendations (for which they have signed a waiver) with respect to admission, application for employment, or receipt of an honor.

Students have the right to seek amendment of the content of their education records regarding the accuracy of such records and whether the records are misleading or constitute a violation of their privacy rights. This procedure may involve a hearing on the correction or deletion of allegedly inaccurate, misleading, or inappropriate data and the opportunity for students to insert in their records a written explanation of the contents of the records.

Except as provided for within the Act, personal identifiable information about students in education **records cannot be released without written consent. The College may release "directory information" without written consent unless the student specifically requests that such information not be released. Directory information includes the student's name, degree, diploma, any earned certificates and awards, dates of attendance, entrance year and semester, full-time or part-time enrollment status, not enrolled, freshman or sophomore status, program, and hometown (this does not include state, zip code or country. Students may indicate a preference that any or all of this information not be released by submitting a written request to the Registrar's Office within the first 30 calendar days of the beginning of each term or within the first five calendar days for each summer term. If a student elects to have directory information remain confidential, no information will be released without consent.**

The College will maintain a record of access to students' education records. This record is accessible only to the student and the staff in the Student Services Office, or as provided for in the Act. The record of access will not apply to access of education records by MCC officials (*may*

include a person employed by IVCCD in an administrative, supervisory, academic, or support staff position; or a member of the Board of Directors; or a contractor, consultant, or volunteer to whom IVCCD has outsourced institutional services or functions, in accordance with the conditions of FERPA) with a legitimate educational interest (if review of the record is needed for the official to fulfill his or her professional responsibilities for IVCCD) and as otherwise provided in the Act.

Students may request and receive unofficial copies of all or part of their education records. Students can access unofficial copies through their student account. Students have the right to request and receive a response that will explain or interpret their education records.

The College forwards records on request to a school in which a student seeks or intends to enroll, or is enrolled, for enrollment/transfer purposes. Complaints concerning alleged violations of the Act may be made with the College and/or the federal Family Policy Compliance Office of the U.S. Dept. of Education, 400 Maryland Ave. SW, Washington, D.C. 20202-8520.

Higher Education Act Amendment of 1998

IVCCD reserves the right to comply with the Higher Education Act Amendment of 1998. This allows **institutions to disclose to a student's parent or legal guardian information regarding a violation of federal, state, or local laws, or of the institution's rules or policies governing the use or possession of alcohol or drugs, if the student is under 21 and the institution determines he/she has committed a disciplinary violation with respect to alcohol or drug use or possession.**

Crime Awareness & Campus Security Act of 1990

Federal law requires the College to report criminal actions occurring on campus. IVCCD Board Policy 555 provides for compliance with the law.

The Crime Awareness & Campus Security Act of 1990 mandates that colleges maintain a safe campus through enforcement of appropriate college regulations and compliance with state and federal laws. As part of its safe campus program, Marshalltown Community College maintains a drug-free college and restricts access to the campus during non-operating hours and to non-College organizations.

Campus policies and procedures are provided at Marshalltown Community College to help promote a safe environment for our students, faculty and staff, and campus visitors. College employees, including faculty, administrative staff and plant services staff, who do not have police authority, are authorized to report suspicious activity to the Provost of the College. The Provost is authorized to enforce all College regulations and to report all criminal activity to law enforcement authorities. The Marshalltown Police Department includes the MCC campus on its patrols.

Students who commit crimes on campus are subject to both arrest by law enforcement authorities and College disciplinary procedures.

Drug-Free Schools & Communities Act Amendment of 1989

It is the policy of Marshalltown Community College to comply with the Drug-Free Schools & Communities Act Amendment of 1989, the Higher Education Act Amendment of 1998, and Public Law 101-226, to provide staff and students with information to prevent the use of illicit drugs and the illegal use of alcohol, and to provide a drug-free workplace for students and staff. It is unlawful for students to possess, use, or distribute illicit drugs and alcohol on College property or as part of any College-sponsored activity. Iowa laws pertaining to the possession and use of illicit drugs and alcoholic beverages on public property will be followed. Specifically, it is a violation of the drug and alcohol policy for students to purchase, manufacture, possess, or consume such items on campus or off campus at College-sponsored events/activities.

Student Enrollment & Registration Information

Enrollment

If you are a new, prospective student, thank you for your interest in Marshalltown Community College. **The following, “Steps 1-4”, are required before registering for classes:**

1. Apply to MCC – Either online or with the paper application.
2. **Contact your high school and request that they mail your “Official” High School Transcript to MCC Admissions.**
3. If applicable, contact all colleges where you have attended and/or have credit, and request **that they mail your “Official” college transcript to MCC Admissions.**
4. Forward your ACT Scores, and/or take our placement test.
5. Also, you are encouraged to apply for financial aid – Complete the FAFSA (Online)

Any questions pertaining to new student enrollment should be directed to the MCC Admissions Office (641-844-5710 or mccinfo@iavalley.edu). The Admissions Office is located in Room 70.

Fresh Start Policy

Persons who previously attended the College, have a break in attendance of at least 2 consecutive years (4 semesters), and have less than a 1.80 cumulative grade point average may be eligible for **a Fresh Start. This policy eliminates the student’s previous grade** point average while retaining the credits.

- **Students must request in writing to the Registrar’s Office that they want to be considered** for a Fresh Start. Students must earn at least 12 credits after returning before the Fresh Start policy is implemented.
- The Fresh Start policy does not apply to credits attempted or earned at other institutions.
- **Original grades affected by Fresh Start will remain on students’ transcripts, but will not be** included in the grade point average calculation.

To satisfy graduation requirements, a student must earn 15 credits after being granted a Fresh Start.

Student Load

Each student should plan to devote approximately two hours of preparation time for each hour in class. A student load of 15 to 16 hours, during a regular, 16-week semester, is considered normal. Students desiring to take more than 18 credit hours during a 16-week semester (or more than 12 credit hours during any other term) must receive approval from the Registrar, provided such a load has been recommended by the **student’s advisor. To receive such permission, a student normally should maintain a “B” average or better. These limits in student load do not** necessarily apply to vocational-technical programs of the College.

Registration

New students are required to meet with an Academic Advising Specialist when registering for classes for the first time. During this initial meeting the student and advisor review program interests and degree requirements, prior coursework and placement test scores, as well as discuss college procedures and other important information needed to effectively progress at MCC. The **MCC Admission’s Office coordinates new student registration.** For an appointment call 641-844-5710.

Many returning students are able to register themselves for future academic terms. However, in general, students are encouraged to schedule an appointment with their advisor prior to registering each term to clarify their progress. Students should plan their academic programs carefully, keeping in mind course sequencing, pre-requisites, and preferred degree timeline. When necessary, course changes may be made according to the procedures outlined below.

Students with special needs are encouraged to self-identify in advance, and contact Martha Schwandt, Learning Services Specialist (641-844-5769 or Martha.Schwandt@iavalley.edu), to request assistance and coordinate appropriate accommodations. Students with mobility problems, vision or **hearing needs may also contact the Registrar's Office and/or Admission's Office, for** assistance in being directed to needed resources. To obtain additional accommodations information, see information under Student Policies & Procedures. A student who feels his or her accommodation needs have not been met should feel free to contact Martha Schwandt for further assistance.

Adding & Dropping Classes

Students may make class schedule changes, as available, through the first week of a full (16-week) semester (Fall and Spring Semesters) without financial consequence.

Beginning the second week of class (Fall and Spring Semesters): ½ tuition and all fees will be assessed for any dropped course and adding a course will require instructor approval. **Courses dropped will be listed on the student's transcript with the grade "W" (Withdrawn).**

Beginning the third week of class (Fall and Spring Semester): 100% of tuition & fees will be assessed for any dropped course, adding a course will require instructor approval, and approval **from the Registrar's Office; Courses dropped will be listed on the student's transcript with the grade "W" (Withdrawn).**

NOTE: Tuition refunds are based upon the date of *official withdrawal*, not upon the last date of attendance. Charges for withdrawal during summer, special or condensed sessions will be charged, in accordance with Board Policy, **unless otherwise posted by the Registrar's Office.** This information is subject to change. Current information regarding refunds of tuition due to withdrawal, including the refund schedule for interim and summer sessions, can be found under **"Tuition Refund Policy" in the college catalog or by contacting the Registrar's Office.** Speak with your advisor regarding other course withdrawal dates.

Withdrawal From All Classes

Students who find it necessary to withdraw from all of their classes should confer immediately with their advisor or an Academic Advising Specialist and complete a Withdrawal form, which is **available in the Registrar's Office.** Failure to do so will result in the issuance of failing grades. A complete withdrawal from all courses can occur up until the Friday prior to finals week. Interim or summer session withdrawals will be similarly apportioned. A student who stops going to class without officially **withdrawing will earn an "F."**

If students withdraw in the first 12% of the term and are not receiving federal financial aid, they are entitled to a refund based on the Tuition Refund Policy. Students receiving federal financial aid or seeking a refund should refer to the Financial Aid Refund Policy in the College catalog.

Student Petition for Waiver to the Drop Policy – Due to Extenuating Circumstances

Students who miss the deadline for dropping a course or for receiving a refund of tuition and fees may file an appeal requesting that the deadline in question be waived. In order to appeal, students **complete a Student Petition for Waiver form and submit it to the Registrar's Office no later than one year from the last day of the course(s) in question.** Due to federal regulations, students who receive federal financial aid may not have a full year to petition a change in registration from a previous term. Petitioning students must provide a statement regarding the extenuating circumstances that precluded compliance with the deadlines; documentation must be submitted in **support of the petition statement. The student's written statement and supporting documentation,** along with any information available within the college (student records, instructor statements, Financial Aid records, etc.) will be reviewed by the Student Petition for Waiver Committee. The student will be notified by mail of the final decision, and the complete petition packet will be placed **in the student's permanent file. The student has the right to appeal the Committee's decision by** resubmitting a Student Petition and providing further documentation or explanation as necessary.

Leave of Absence Policy

The Leave of Absence (LOA) is a federally mandated policy for all students who receive Title IV federal financial assistance (Federal Pell Grants, Federal Direct Subsidized or Unsubsidized Loans, Federal Parent Loans and Student Educational Opportunity Grants) who have experienced a situation that will require them to temporarily stop attending classes. LOA refers to the specific time period during a program when a student is not in attendance. Some possible types of LOA eligible for approval include:

- Pregnancy with childbirth imminent.
- Doctor-documented illness or health restrictions for a period of time.
- Documented family emergency.
- Documented religious obligation.
- Other documented emergencies that may interfere with attendance.

The student's request for an LOA must be in writing, signed and dated using the LOA request form and should be applied for in advance of the leave if at all possible. The LOA is a temporary situation and must not exceed a total of 30 days in any 12-month period. The 12-month period begins with the first day of the initial request on the official LOA documented form. The LOA may be voluntary (more prevalent) or involuntary if the campus has banned a student from campus or has determined that a student poses a significant risk to the college. A committee will review the request and notify the student and stakeholders upon approval.

Students are considered to be continuously enrolled while on an LOA. As such, they are not assessed additional charges while they are on the LOA or once they return from the LOA. While students are not charged any additional charges in either case they may not also receive any additional Title IV monies for the period once they have returned. Courses not approved for a leave of absence will result in the student being withdrawn from the course. If a student is granted a leave of absence but does not return to class or complete required coursework, (and does not **receive an extended leave**) **at the end of the leave, the student's withdrawal will be the first date of the leave.**

In addition, IVCCD appreciates the important contributions of our students who have served or are currently serving in our military. Documented military leave and/or medical treatment provided to the VA school certified official will be considered an LOA request. In case of call-ups for service in times of military action, students who are called up may work out with faculty a grade based on the work they have completed or choose to be issued an incomplete grade based on the best scenario **for the student's ability to complete the course.**

If the student chooses to withdraw due to lengthy military training obligations or extended medical **treatment during the semester, they should be directed to the VA School Certified Official's office** to proceed with the Military Activation withdrawal or other necessary procedures.

Grades, Classifications & Graduation

Grading System

Each instructor keeps a record of the work of each student and reports the names and grades at the close of each mid-term and semester. Only final grades become part of the permanent College record. The grading system is:

A 4.00 Grade Points; A- 3.67 Grade Points; B+ 3.33 Grade Points; B 3.00 Grade Points; B- 2.67 Grade Points; C+ 2.33 Grade Points; C 2.00 Grade Points; C- 1.67 Grade Points; D+ 1.33 Grade Points; D 1.00 Grade Points; D- 0.67 Grade Points; F 0.0 Grade Points; I Incomplete = Some portion of work remains unfinished. A student with an incomplete at the end of semester has up to **one semester to remove the incomplete. After that time the "I" will be changed to "F" except under** extenuating circumstances and with approval of the Dean of Academic Affairs. Granting of incompletes is limited to cases where circumstances merit an extension of time during which a

student can complete required coursework and receive a grade. It is the student's responsibility to make arrangements with the instructor to complete requirements using the incomplete grade contract agreement. Incompletes must be completed by the date on the contract agreement.

The following grades are not included in the calculations of grade point: W Student withdrew from course; CL CLEP; N Audited course (full tuition charged; no credit); NR Not reported grade; P Passing; Q No credit; T Credit by examination; L Credit for Prior Educational or Occupational Experience; WIP In progress; S Satisfactory; TR Transfer.

Computing Your Grade Point Average (GPA)

1. Multiply the hours of credit by the appropriate grade points per course. * A=4, A-=3.67, B+=3.33, B=3, B-=2.67, C+=2.33, C=2, and so on. I=0.
2. Total the grade points earned, and then total the credits attempted.
3. Divide the total grade points earned by the number of credits attempted, excluding courses in which a "N," "NR," "W" or "CL" grade occurred. Exclude developmental courses as well from the calculation.

Student Classification

MCC has seven official student classifications: Freshman – has accumulated 27 credit hours or less of credit. Sophomore – has accumulated 28 credit hours or more of credit. Non-matriculated – student who would like to take a few classes at the college but is not interested in enrolling in a degree program. Full-time -- is enrolled for 12 credit hours or more per semester. Three-fourths-time -- enrolled for 9 credit hours, 10 credit hours, or 11 credit hours per semester. Part-time -- is enrolled for fewer than 12 credit hours per semester. Less than half-time -- enrolled for 5 credits or less per semester.

Residency

Students enrolling at the College are classified as residents or non-residents for purposes of admission and assessment of tuition and fees. Residency is determined by the student's true and fixed home and place of habitation. The primary determination of residency is the reason for the student's presence in Iowa. If a person comes to Iowa primarily for educational purposes, that person will be considered a non-resident throughout their enrollment at the College.

Students who have been classified as non-residents and believe they should be eligible for resident tuition may apply for reclassification. Students must complete a Request for Residency form and provide written verification to the Registrar's Office that they have been residents within the State of Iowa for at least 90 days prior to the term for which the student is enrolling. Verification must come in the form of at least two or more of the following written documents: an Iowa voter registration card, an Iowa driver's license, an Iowa state income tax return (signed and dated), and Iowa vehicle registration form or other indicators of Iowa residency (apartment lease, utility bills, etc.). The burden of establishing proof of residency is with the student and a student's residency status cannot be reclassified once a semester begins.

An adverse decision by the Registrar's Office may be appealed. The Provost acts as the appeals body for residency questions. The decision of the Provost is final.

Graduation & Commencement

Information on specific graduation requirements may be obtained online, or from an advisor, an Academic Advising Specialist, or the Registrar. Faculty and staff academic advisors will help students plan to meet graduation requirements; however, ultimate responsibility for meeting the requirements rests with each student.

The Commencement Ceremony is held in May of each year for all students graduating during that academic year. Students approaching the end of their program must meet with their advisor or Academic Advising Specialist and submit a Graduation Application to the Registrar's Office. Please contact the Registrar's Office for specific deadlines.

Student Transcripts & Billing

Student Transcripts

All information in each student's personal College record is confidential and is issued only to the student or others defined by the Federal Privacy Act. Requests for transcripts from any individual or agency will not be satisfied until a signed request for the transcript has been received by the **Registrar's Office** from the student. Transcripts will not be issued for students who have unpaid financial obligations to the College.

Billing/Payment Plan

The College requires payment in full by the end of the first day of class for a specific term. Financial payment plans are available and the student will be charged a \$25 administrative fee. A \$25 late fee will be assessed for any delinquent payments. Students will be billed in three equal monthly installments per term. These billings will be mailed to the student and payments are due by the date specified on the billing. Students are responsible for notifying the College of any address changes. If the student does not make a scheduled payment when due, the College may, at its option, drop students from all classes, declare any unpaid balance to be in default and may demand immediate payment of the entire unpaid balance, including charges, interest, late charges, and collection costs.

A student in default cannot register for the following term until his or her account is paid in full.

Defaulted accounts are handled by an outside collection agency and the student's credit record may be negatively affected.

Identification (ID) Cards

Students will be required to present current MCC student ID cards with the proper academic year for many situations such as admittance to College functions, to check out material from the library and making up tests or picking up financial aid. Photo ID cards are issued at the **Registrar's office** during office hours within the semester you are taking courses. The ID card is non-transferable and is good only for the person to whom it was issued. There is a \$10 charge to replace lost cards, payable upon request.

International Students

International students may obtain help in the Admissions Office with their immigration, academic, personal, and financial concerns. Contact Julia Aguilar Reyes, Coordinator of International Relations, (641-844-5680) for more information.

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 MCC is committed to helping students find success, the College is committed to the importance of regular attendance in all classes. MCC instructors are required by federal student financial aid regulations to maintain accurate attendance records and submit those records periodically to the MCC administration.

Instructors individually determine their attendance policies. Attendance policies will be written in the **course syllabus. It is each student's responsibility to find out individual instructors' policies by reading the course syllabus.** Students are expected to confer with instructors immediately following absences. In cases of advance knowledge of an absence, students should confer with instructors prior to the absence.

Courses for Academic Preparation and Mandatory Placement Policy

MCC offers credit (non-transferable) courses in reading, vocabulary and spelling improvement, composition, mathematics, English as a Second Language (ESL) and study skills. Because the College has a mandatory placement policy for composition and mathematics, coursework in one or both of these areas may be required for your academic program. Placement is initially based on your course placement test or ACT test score, so students are encouraged to work with his/her

advisor to help interpret the scores and determine if re-testing and/or appeal options are appropriate.

College Transfer

Students planning to transfer to other institutions may receive help and information on procedures by consulting with their academic advisor. More information is available on the MCC website under Academics—Degree Programs, or in the MCC Admissions Office. Or, visit www.transferiniowa.org.

Departments & Services Information

B.J. Harrison Library & Media Center

The B.J. Harrison Library, room 304 (across hall from Student Union/Bookstore), is a resource for students and faculty. During fall and spring semesters the library is normally open Monday through Thursday 7:30 am to 8:00 pm and Fridays 7:30 am to 3:00 pm. Hours are reduced on evenings preceding holidays and during academic breaks. Shorter hours are maintained during summer sessions. Please see hours posted on the library doors and website.

Contacting the Library – Stop in, email mcclibrary@iavalley.edu, or call (641) 844-5690.

Electronic Resources – The library subscribes to many article and e-book databases for your course assignments (e.g. Gale databases). Learning Express Library helps you with standardized test preparation (COMPASS, course placement test, SAT, ACT, etc.), and creates research guides and tutorials. See library website for a list of all databases. Please ask at the library if you have questions about which resource is best for your assignment—it will save you a lot of time over just **'Googling' your topic as your results will be sources approved by your instructors and at your academic/reading level.** Your MCC ID number and password are required for access to electronic resources, either in the library or anywhere with Internet access.

Print Resources – **Books and some journals may be found via the library's catalog on the website.** Note that MCC and ECC share a catalog. ECC books may be requested but may take two days or more to arrive at MCC.

Course Reserves – Instructors place some textbooks on reserve in the library. Because items on reserve are used by many students, they may be generally borrowed for two hours.

Information Desk – A staff member is on duty most hours that the library is open to assist in locating and using library resources. Research/homework help appointments with the librarian may be requested via email at above address or by calling (641) 844-5692.

Study Space – Individual computer and study carrels, tables and café seating offer a variety of study areas. One conference room can be reserved for group study. Ask at library checkout desk or via email.

Computer Access – **All MCC students may access the College's PawPass or other online resources via a log-in (username: MCC ID number; password: birthdate mmddyyyy) and use MCC computers in the library, computer labs, or elsewhere on campus.** Use is intended for academic work and is limited to legal use as outlined by state and federal laws. Inappropriate computer use may result in suspension of library privileges. Wi-Fi is accessible in the library and across campus, but wireless printing is limited.

Interlibrary Loan Services – The library is able to borrow books from other libraries in Iowa. Ask us **to help you find what you need or see "SILO" on the library's website to get to The Iowa Locator.** Please allow two weeks for a borrowed book to arrive at MCC.

Printing/Scanners/ Copy Machine – Black and white/grayscale printing is free from library computers. Two desktop scanners are available in the computer area, also free. Users are responsible for adhering to any and all copyright laws and regulations.

A/V Equipment – Students may use camera equipment for a class or activity-related projects with permission from an instructor. A two-day lead-time would assure the availability of the equipment.

Make-up tests – If these cannot be arranged with your instructor, they may be taken in the library. A photo ID is required. Testing is available most hours the library is open.

Fax – Available at no charge for school-related items.

Bookstore

Located inside the William “Bill” Faust Student Union, the MCC Bookstore is the official supplier of textbooks, supplies, and college apparel and gifts to both the MCC and IVG campuses. We strive to provide innovative and quality services to ensure student success through diversity and inclusion, creativity, integrity, stewardship, and exceptional customer relations. The MCC Bookstore provides the following services:

- New/Used Textbooks
- Textbook Rentals
- **eBooks**
- Class Supplies
- College Apparel & Gift Items
- Online Ordering
- In-store/Online Textbook Buyback
- Online Price Comparison Tool
- Convenience Items (healthy snack foods and drinks)
- Graduation Regalia
- Gift Cards
- **Textbook Recycling Program**

To view all course material information for your classes, including pricing, visit our website at bookstore.iavalley.edu, and click on Textbooks. Then enter your course codes, found on your student schedule or billing statement (i.e. BIO 101 M01), by selecting the term, department, course and section number. A student schedule, or billing statement, with course codes is required in order to purchase your books from our counter service in-store.

The MCC Bookstore accepts credit/debit cards (Visa, MasterCard, and Discover), cash, financial aid, and checks (with a valid ID). Our refund policy is available on the MCC Bookstore website.

Hours: Monday – Thursday 8am – 5pm, Friday 8am – 4pm, Closed Weekends

(Hours subject to change for summer, holidays, and college breaks)

Phone: 641.844.5766 | Email: mccbookstore@iavalley.edu | Website: www.bookstore.iavalley.edu

Instagram and Twitter: [@mccbookstore27](https://www.instagram.com/mccbookstore27) | www.facebook.com/marshalltowncommunitycollege/

Buena Vista University, Marshalltown Site

Established in 1982, the BVU Graduate and Professional Studies Program at MCC is one of several extension campuses of Buena Vista University, Storm Lake. Working with MCC, the BVU provides the last two years of a bachelor's degree. BVU is fully accredited by the North Central Association of Colleges and Schools and approved by the Iowa Department of Education and the Veterans Administration.

Currently, BVU at Marshalltown offers several majors and education endorsements. For information contact a BVU staff member, stop by Room 510, or apply for free online at: <http://www.bvu.edu/degree-completion/locations/marshalltown>.

Bulletin Boards & TV Monitors in Hallways

Notices and posters that are not College-related (i.e. community posters and notices) must be approved by the Provost's Office. Regulations regarding posting of printed materials are posted on all bulletin boards and are also available in the Provost Office.

Hallway TV monitors (electronic bulletin boards) are updated each morning with class cancellations and/or messages regarding assignments for the cancelled classes. Students are strongly encouraged to check the monitors throughout the day for announcements regarding campus activities and class cancellations.

Campus-based Counseling

The Student Assistance Program is a free service which provides short-term, solution-focused counseling. The program is a partnership between MCC and Center Associates, a local mental health center. Services are provided on campus by Nancy Adams, Associate Professor of Psychology, and Kevin Duncan, a licensed mental health counselor. For appointments or further information contact Nancy Adams at Nancy.Adams@iavalley.edu, or 641-844-5753. Offices are in room 211.

ACCESS, a community-based DVA/SAC agency, is available on campus weekly during the fall and spring terms to provide medical, legal, and judicial advocacy to: remove roadblocks for victims of domestic and/or sexual violence; assist victims with access of appropriate services to meet **identified needs; understand victim's rights, options and impacts** of trauma. ACCESS advocates are certified crisis counselors, have victim counselor privilege under Iowa Code 915.20A, and are bound by law to maintain your confidentiality. Please stop by room 211 to see hours or contact bobby@assaultcarecenter.org or 515-292-0500 to seek services.

All of the MCC student support services are developed primarily with an academic, social, individual, and career emphasis. MCC faculty, staff and counselors are committed to Iowa Student Personnel Association (ISPA) and Iowa Community College Student Services Association professional practices.

Off-campus Drug, Alcohol, Gambling & Crisis Services

Students should feel free to ask faculty members, advisors, or Academic Advising Specialists for help with referrals for community resources. MCC has limited on-campus budgets for extended services of a medical, legal or psychological nature. The following is a partial list of off-campus agencies:

- Alcohol/Drug Use: *Alcoholics Anonymous*, 641-753-6314. *Alcoholics Hotline*: 1-800-527-5344. *National Council on Alcoholism & Drug Dependence*: www.addictionsearch.com, 1-800-559-9503. *National Institute on Drug Abuse Hotline*: 1-800-662-4357, information/referral line which directs callers to local treatment centers. *Substance Abuse Treatment Unit of Central Iowa/SATUCI*: Marshalltown, www.satuci.com, 641-752-5421.
- Crisis/Mental Health: Center Associates: 9 North 7th Ave, Marshalltown, 641-752-1585 (after hours 641-752-8467); MCC Student Assistance Program, 641-844-5753; Network-Community Counseling/ISU Counseling Services, Ames, IA: 515-294-1898, <http://clinic.psych.iastate.edu>; Foundation Crisis 2 Center, 24-Hour Crisis Hotline: www.f2online.org, 1-800-332-4224.
- Eating Disorders: *National Eating Disorders Association*, www.nationaleatingdisorders.org, 1-800-931-2273.
- Gambling: *Bets Off (Iowa)*: 1-800-BETS-OFF. *National Gamblers Anonymous*: www.gamblersanonymous.org.
- Sexual Abuse & Assault: Domestic Violence Alternatives/Sexual Assault Center, PO Box 1507, Marshalltown 515-292-0500 ACCESS Victim Services: 1-800-203-3488 (Sexual Abuse); 1-855-983-4641 (Domestic Abuse); 1-888-696-2980 (Shelter Services)
- **Crime Victims' Compensation Program**: 515-281-5044. Iowa Sexual Abuse Hotline: 1-800-284-7821. Rape, Abuse & Incest National Network: www.rainn.org, 1-800-656-HOPE.
- Suicide: National Suicide Prevention Lifeline: www.suicidepreventionlifeline.org, 1-800-273-TALK.

Financial Aid

Financial aid in the form of scholarships, grants, loans and part-time employment is available to qualified students with College expenses. For more information, contact the Financial Aid Office at 641-844-5708.

Food Service

Food service is available during the fall and spring terms for all students, employees, and guests in the Student Union. Credit/debit cards and cash are accepted. A 10-meal punch card (non-expiring) is also available for purchase at the café entrance.

Health Services

Emergency health problems are referred to the Student Services receptionist for assistance. Students are responsible for their own medical care (Board Policy 551).

MCC Foundation

The MCC Foundation offers academic, athletic and financial need scholarships to MCC students. The goal of the Foundation is to assist students who want to attend college at MCC. Applications, criteria, and deadlines for all MCC Foundation scholarships are available online at www.marshalltowncommunitycollegefoundation.org.

Recycling

MCC offers a recycling program for paper, newspapers, magazines, and recyclable bottles/cans. Recycling bins are placed at various locations around campus.

Residence Life and Housing (Student Housing)

MCC offers a residential experience for enrolled full-time students, unless approved by the Director of Student Engagement and Residence Life. Each furnished suite houses four students in a two-bedroom, two-bathroom configuration. MCC's three Residential Complexes provide high-speed Ethernet, basic cable and wireless service, and on-site laundry.

Residential Life and Housing believes that a residential experience compliments a student's academic pursuits and should be one of excitement, new friendships, and personal growth. Accommodations are available for students with special needs.

ALL residential students are required to have a meal plan. For more information or apply for housing visit the Residence Life and Housing website or call 641-844-5679 or email Chris.Brees@iavalley.edu.

Staff Directory

A fully searchable online Staff Directory is available from the link at the top of the College website.

Student Success Center

The Student Success Center, located in room 406, is an academic environment that empowers all students to become active, responsible learners. Peer tutoring and staff assistance in mathematics, writing, computer skills and a variety of other course work is available as a free service to MCC students. Additional resources include computers and tables for student use. Accommodations may be arranged to assist students with documented disabilities. The Center is usually open from 8:00 am to 4:30 pm Monday through Friday when classes are in session. Hours may vary semester to semester. See the College website or contact a staff member for additional information.

William "Bill" Faust Student Union

The Student Union serves as a focal point for programs, meetings, dining and relaxation for students, faculty, staff, administrators, the Marshalltown community and guests. The Student Union offers a social environment and a place to participate in co-curricular activities. Study spaces, televisions, vending machines, game tables, and performance space may be found here. The Union also provides easy access to the College Bookstore and Cafeteria. The Student Union, Room 303C, is open from 6:30 am to 11:00 pm, Monday through Friday.

Testing Services

The College offers the following testing services: Course placement Testing, CLEP Testing, TEAS-V Testing (Nursing), Dental Certification Exams, and Challenge Testing (for courses in Mathematics and Composition). To schedule an appointment for most tests, contact Amy Good in the MCC Admissions Office at 641-844-5710. Students interested in TEAS-V Testing should

contact Pele Waddilove, Health Occupations, at 641-844-5726. Students interested in ACT Testing should contact Sandy Supianoski, with Iowa Valley Continuing Education, at 641-844-5780. Students interested in CNA Testing should contact Iowa Valley Continuing Education at 641-752-4645.

TRIO Student Support Services (TRIO SSS)

TRIO is a set of federally funded programs designed to ensure equal educational opportunities. Marshalltown Community College was awarded a TRIO grant in 2010 related to Student Support Services. TRIO Student Support Services (SSS) helps inspire and support students in their pursuit of a degree as they transition to college. On average, students who participate in TRIO SSS are more likely to graduate than eligible students who don't join the program.

FREE support services available to students accepted into TRIO SSS include:

- Topic specific workshops, including financial literacy
- Grant aid and/or financial support to qualified students
- One-on-one advising, including registration and scheduling with SSS staff
- Transfer counseling
- Trips to the state universities (ISU, UNI, and U of I)
- College credit courses, exclusively for participants.

Eligibility for TRIO SSS is determined by federal regulations. To qualify, you must be a full-time MCC student, a U.S. citizen or Permanent Resident, and meet at least one of the following criteria:

- Be a first-generation college student (neither parent has a four-year bachelor's degree)
- Have a disability that can be documented
- Demonstrate financial need (did you qualify for a Pell Grant?)

To be considered for TRIO SSS, you must fill out an application form, available in the TRIO SSS office or on the MCC website **under 'Resources for Students'**. Because this is a federally-funded program, spaces are limited.

Veterans Information

Information concerning veterans' benefits may be obtained from MCC's School Certifying Official, Amber Bolen at 641-844-5703. VA Vocational Rehabilitation supports veterans who are disabled by providing career counseling, vocational training, and employment placement.

Collegiate Veterans Association

The Collegiate Veterans Association (CVA) is a group of college-based student veterans and supporters dedicated to bringing awareness to the student body and college employees as to the challenges, special experiences, strengths, and needs of the military veterans and their families.

The Association's mission is to provide academic and social support for all veterans and their families as they pursue their educational goals at Marshalltown Community College.

If you are a veteran, or currently serving in any branch of the Armed Forces, and would like more information about the Association, please contact one of the following:

Pele.Waddilove@iavalley.edu (U.S. Army Veteran) at 641-844-5726, Amber.Bolen@iavalley.edu at 641-844-5703 or P.J.Colbert@iavalley.edu at 641-844-5777.

Vocational Rehabilitation Services

Iowa Vocational Rehabilitation Services (IVRS) is an agency of the Iowa Department of Education, which provides services to individuals with disabilities to help them prepare for, find and maintain employment. Eligibility for services is determined based upon the presence of a disability, which constitutes substantial impediments to employment and the need for services in order to achieve a successful employment outcome. Services that may be provided could include vocational assessment and counseling, assistive aids and devices, financial assistance for vocational training, and job placement assistance and follow up.

For more information or to apply for services, contact Kathy Davis, Iowa Vocational Rehabilitation Services counselor at 641-352-7942 or Kathleen.Davis@iowa.gov; her office is 204 W. State Street, Marshalltown IA 50158. You can also learn more online at www.iowa.ivrs.gov.

Student Engagement (Activities & Organizations)

There are numerous opportunities to become engaged while at student at MCC. Leadership experiences are available for all those who want to get involved, be entertained, and contribute to MCC's campus life. Students wishing to start a new organization or activity should contact Chris Brees, Director of Student Engagement and Residence Life, 303C, or the Student Senate Office, room 303E.

Athletics

Opportunity is offered for participation by **men and women in intercollegiate basketball, men's baseball and soccer, and women's softball and volleyball.** The College is a member of the Iowa Community College Athletic Conference and the National Junior College Athletic Association. If interested in intercollegiate athletics, check out our website for contact information for the specific **sport's coaching staff.**

Dance Team

The Dance Team, **open to men and women, performs at men's and women's basketball games** and helps support all other athletic teams by promoting sportsmanship. Tryouts for the squad are held in early fall. If interested, check out our website for contact information for the cheer coach.

Ecology Club

Join us for bi-monthly meetings with guest speakers on a variety of areas including conservation, plants & animals, and sustainable living. We also have several field trips planned exploring nature locally and beyond. We meet bi-monthly from Noon to 1 pm. on the 2nd and 4th Tuesdays of the Month in Room 509. Contact Dr. Kness at Danielle.Kness@iavalley.edu with any questions.

Forever Representing Our God (FROG)

FROG is an interdenominational ministry dedicated to nurturing students in their spiritual growth. It is targeted for people of all ages, non-athletes as well as athletes. Interested individuals should contact Advisor Dr. Jason Pooch in room 505.

GLBTQ Alliance

The GLBTQ Alliance is a student group for GLBTQ individuals and allies. The mission of the Alliance is: a) to provide support to and between GLBTQ individuals and allies; and b) to educate the MCC community about GLBTQA issues. Those interested should contact Advisor Marie Sheneman in room 217, Marie.Sheneman@iavalley.edu, or at 641-844-5733.

Honors Program

MCC students may choose to enroll in Honors Seminars, courses with an Honors Contract, or special honors projects, as a way to stimulate intellectual growth over and above the coursework level and to promote personal and social responsibility and maturity. Students should contact Marie Sheneman, Honors Coordinator in room 217, Marie.Sheneman@iavalley.edu, or at 641-844-5733.

Information Technology Club

The general purpose of ITC is to provide MCC students with the opportunity to discuss various IT issues outside of the classroom in order to cultivate a greater appreciation for IT and to have a forum where they can convey their creative expressions related to IT. The organization further seeks to collaborate with appropriate personnel in business, industry, higher education institutions and K-12 organizations to host field trips, recruitment events and workshops/conferences related to IT. Students will also be actively involved in fundraising for the IT Club. Students should contact Savitha Pinnepalli at Savitha.Pinnepalli@iavalley.edu or at 641-844-5738 to obtain IT Club membership.

Multicultural Club

The Multicultural Club is an opportunity for students from the U.S. and various other countries to share their culture and heritage. The club organizes activities for all students to participate in, such as dances, bowling nights and cultural fairs. Membership is open to any MCC student. Interested individuals should contact Advisor Julia Aguilar at 641-844-5680.

Phi Theta Kappa, Alpha Iota Rho Chapter (MCC)

Phi Theta Kappa is the international honor society for two-year colleges. Membership is by invitation only, based on academic achievement. A student must earn a 3.50 GPA or higher in the semester preceding invitation, enroll in a two-year degree program, maintain a 3.20 cumulative GPA or higher, and be currently enrolled at the time of invitation. A one-time membership fee is required of all new members. For more information, see the College Catalog or contact chapter advisors: Pele Waddilove at 641-844-5726, or P.J. Colbert at 641-844-5777.

Phi Theta Kappa, Beta Sigma Chi Chapter (IV Grinnell)

Phi Theta Kappa is the international honor society for two-year colleges. Membership is by invitation only, based on academic achievement. A student must earn a 3.50 GPA or higher in the semester preceding invitation, enroll in a two-year degree program, maintain a 3.20 cumulative GPA or higher, and be currently enrolled at the time of invitation. A one-time membership fee is required of all new members. For more information, see the College catalog or contact chapter advisor Barb Hall at 641-269-2257.

Student Activities Council

The Student Activities Council (SAC) is a student leadership organization funded by the student activity fees that selects, plans *and* organizes programming including comedians, musicians, variety artists, and more! The organization provides great leadership development experience including opportunities to work with entertainment and the chance to attend professional conferences. For more information, contact Chris Brees, Director of Student Engagement and Residence Life, 641-844-5679.

Student Senate

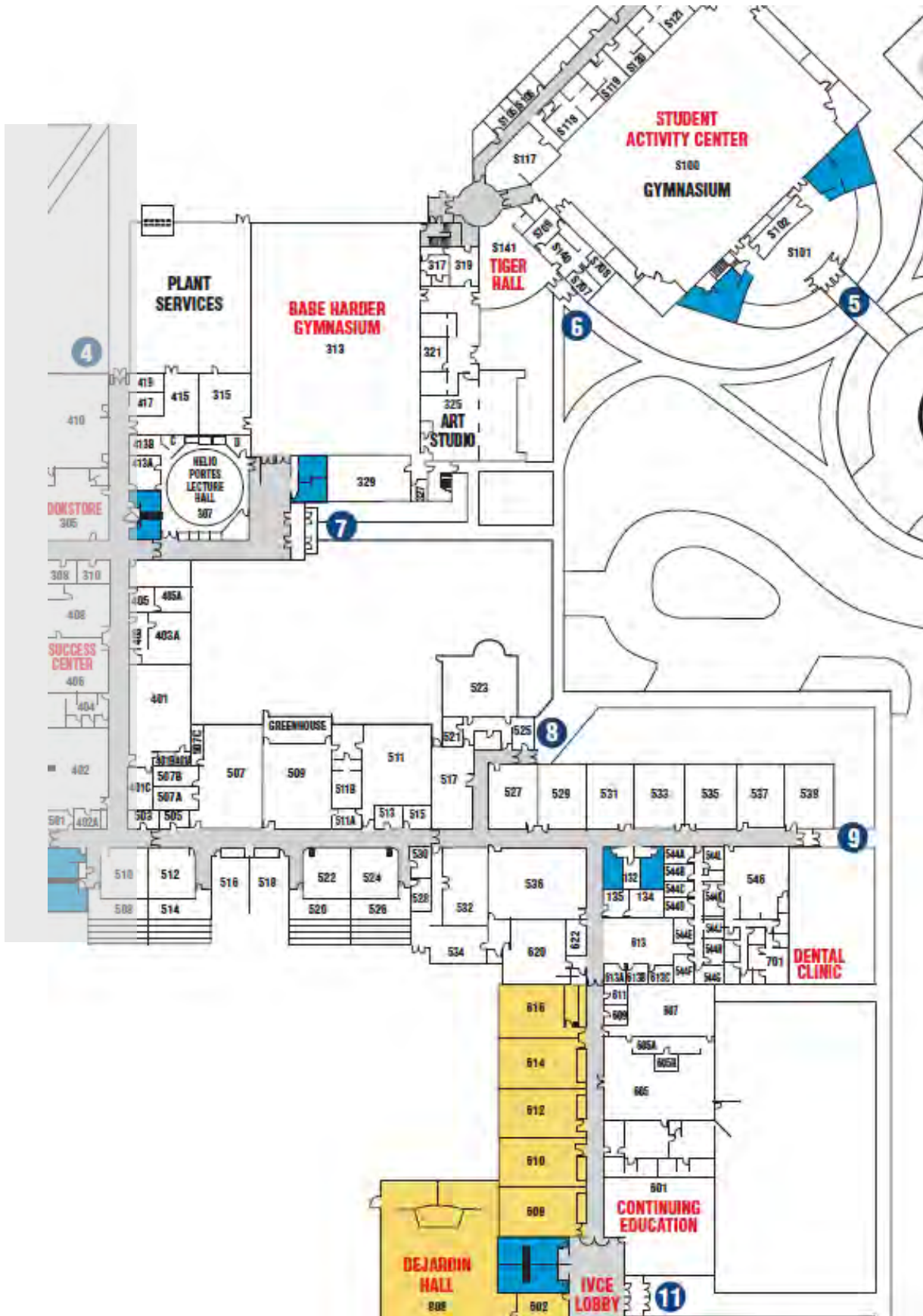
The Student Senate is the primary student government body on campus representing the student voice. Student Senate sponsors several educational and social events throughout the year including Student Appreciation Day and various awareness events. The group also attends the Legislative Day at the Iowa State Legislature each year where students visit with representatives and senators about issues affecting the community colleges of Iowa. For more information contact Chris Brees, Director of Student Engagement and Residence Life, 641-844-5679.

Streaming Athletic Events and Cable Television

Students interested in hands-on experience with video production may work for Marshalltown Community Television (McTV), the 24-hour cable channel made possible through an agreement between the City of Marshalltown and IVCCD. Facilities include an on-campus TV studio equipped with studio cameras, a switcher and post-production editing equipment. Students are also able to assist with the Live Streaming of Athletic Events which includes camera operation, announcing, and producing sports related programming. For information contact Steve Muntz at 641-844-5797 or Steve.Muntz@iavalley.edu

Campus Map





Important Dates for the 2017-2018 Academic Year

Fall Semester 2017

August 14-18	Student Registration Days
August 14	Faculty Return to Campus
August 28	First Day for All Classes
September 4	Labor Day (College Closed)
September 29	Last Day to Drop 1st-Half Classes
October 13	Last Day of 1st-Half Classes
October 16	First Day of 2nd-Half Classes
November 1	Spring & Summer Registration begins
November 17	Last Day to drop 2nd-Half & All Classes
November 22-24	Thanksgiving Break (College Closed)
December 11-15	Final Exams (Monday night classes meet)

*Winter Interim

December 18	Winter Interim Begins
December 21 - January 1	College Closed
January 2	Last Day of Winter Interim

Spring Semester 2018

January 2-5	Student Registration Days
January 3	Faculty Return to Campus
January 8	First Day for All Classes
January 15	Martin Luther King Day (No Classes)
February 16	Last Day to Drop 1st-Half Classes
March 2	Last day of 1st-Half Classes
March 5	First Day for 2nd-Half Classes
March 12-16	Spring Break (No Classes)
April 1	Fall & Winter Interim Class Registration begins
April 13	Last Day to Drop 2nd-Half & All Classes
April 30-May 4	Final Exams (Monday night classes meet)
May 4	MCC Graduation at 7:00pm
May 8	Last Faculty Work Day

*Summer Session 2018

May 14 - June 15	1st-Half Term Summer Session Classes
May 28	Memorial Day (College Closed)
June 1	Last Day to drop 1st-Half Summer Session Classes
June 15	Last Day to drop Full Summer Session Classes
June 15	Last Day of 1st-Half Term Classes
June 18 - July 20	2nd-Half Term Summer Session Classes
July 4	Independence Day (College Closed)
July 6	Last Day to drop 2nd-Half Summer Session Classes
July 20	Last Day of Summer Classes

***Winter Interim Session and some Summer Session completion dates depend on length of individual Classes or programs per Guideline to Board Policy 710.**