

Iowa Valley
Business and Community Solutions
Student Handbook
2023-2024



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How to Use This Handbook

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

Policies and procedures are subject to change and notification would be published on the College website and through the College email system.

Mission, Vision, Core Values

IVCCD Mission Statement

We are committed to providing quality learning experiences, ensuring student success, and partnering to address diverse community needs in an inclusive and respectful environment.

IVCCD Vision Statement

We will serve our communities as an essential catalyst for educational and economic vitality.

IVCCD Core Values

- Educational excellence through learning that prepares students for lifetime success.
- Leadership and communication through shared responsibility for accountability, transparency and respect.
- Partnerships to support educational opportunities that strengthen our communities and foster economic development.
- Recognition of students, employees and community members for contributions and outstanding achievements aligning with our Vision, Mission and Core Values.
- Growth and sustainability through planning, innovation and optimizing resources.
- Continuous quality improvement in all we do.
- Diverse and inclusive culture ensuring access, equity, dignity, and respect for all.

Welcome to Iowa Valley Business and Community Solutions (IVBCS).

Within this handbook you will find rules, regulations, and policies pertinent to your role as a Business and Community Solutions (BCS) student. You are responsible for knowing and applying the information included in this handbook.

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 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 Vice President of Business and Community Solutions or designee 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 to protect the safety and well-being of students, faculty, staff, and College property.

Authority of College Departments

The Student Code of Conduct does not limit the authority and discretion vested in the various College departments

(Including, without limitation, the Department of Intercollegiate 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.
2. **Student Code of Conduct** or **Code** refers to this document containing the rules, regulations and policies that govern student behavior.
3. **The College** refers to Iowa Valley Community College District (i.e.: Marshalltown Community College, Ellsworth Community College, Iowa Valley Grinnell, Iowa Valley Business and Community Solutions).
4. **Complainant** means a student, student organization, faculty member or staff member who files a complaint against a student or student organization with the Vice President of Business and Community Solutions or designee.
5. **Expulsion** means a person's status as a student at the College is terminated with no right of re-admission.
6. **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.
7. **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.
8. **Student** includes all persons taking a course or workshop at or with the College.
9. **Student Organization** means a group with one or more students.
10. **College Hearing Panel** means the group, appointed by the Vice President of Business and Community Solutions or designee, which hears evidence and makes decisions regarding the outcomes and sanctions at those hearings where the right to a hearing panel has not been waived.
11. **College Hearing Panel Chairperson** means the individual appointed who has been authorized to carry out the general administrative responsibilities regarding the disciplinary process as set forth in this Code.
12. **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 Vice President of Business and Community Solutions or designee, or College Hearing Panel. 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 College Hearing Panel 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 College Hearing Panel may suspend such students on an interim basis while awaiting the disposition of the charges against the student. This is 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.

13. **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 written or digital work 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, amphetamine, or any other controlled substance as covered by the federal and state Controlled Substances Act. Students or visitors may not consume alcohol in public or private areas of the college including 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 damaged or 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 in 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. 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. Conduct constituting "sexual harassment" under Title IX will be handled in accordance with the College's Title IX Policy and Procedures, available from the Title IX Coordinator, or at <https://www.iavalley.edu/about-the-district/title-ix/>
21. 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. Conduct constituting "sexual harassment" under Title IX will be handled in accordance with the College's Title IX Policy and Procedures, available from the Title IX Coordinator, or at <https://www.iavalley.edu/about-the-district/title-ix/>
22. Stalking: Willfully following, pursuing, bullying, or harassing another person and, while doing so and without legitimate purpose, makes a credible threat against the other person. Conduct constituting "sexual harassment" under Title IX will be handled in accordance with the College's Title IX Policy and Procedures, available from the Title IX Coordinator, or at <https://www.iavalley.edu/about-the-district/title-ix/>
23. Telephone: Using the College's phones for unauthorized personal calls, and/or making obscene or harassing telephone calls.
24. Theft/Burglary: The wrongful taking of the property of another, or wrongfully refusing to return the property of another when requested to do so.
25. 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.
26. Trespassing: Intentional and unauthorized entry onto any premises owned by the College.
27. Weapons and dangerous substances: Use or possession of firearms, ammunition, explosives, incendiary devices, bb guns, imitation guns which look like real guns, or any dangerous weapon, substance or material is prohibited on campus except as expressly authorized by the College.
28. Reproduction of copyrighted material. Unauthorized reproduction of copyrighted material is prohibited.
29. 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)
30. Any other conduct detrimental to the educational environment and not in keeping with the values of the College community.
31. Engaging in behavior that is discriminatory, including harassment of other students and/or 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.
32. 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.
33. 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.

1. All such complaints shall be made in writing on the Student Conduct/Discipline Report Form to the Vice President of Business and Community Solutions (or an appointed designee). Complaints involving sexual harassment shall be handled in accordance with the College's Title IX Policy and Procedures, available from the Title IX Coordinator, or at <https://www.ivalley.edu/about-the-district/title-ix/>. 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 Vice President of Business and Community Solutions or designee 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 Vice President of Business and Community Solutions or designee.
 - b. If the sanctions are of a major nature (suspension is warranted), the case may be referred to the College Hearing Panel.
 - 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 Vice President of Business and Community Solutions or designee that specifically states the terms of the resolution and acknowledges his/her consent to these terms.
3. In all cases, the Vice President of Business and Community Solutions or designee 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 guilty of the above offenses or breach of regulations. Routine disciplinary matters may be handled by the Vice President of Business Solutions or designee. Serious and/or repetitive violations of the Code of Conduct will require a disciplinary hearing before the College Hearing Panel. Matters of academic dishonesty are first handled by the faculty member and may be referred to the Vice President of Business and Community Solutions. 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-

Violations of College standards shall result in any one or combination of the following disciplinary sanctions which may be applied by the Vice President of Business and Community Solutions and/or the College Hearing Panel 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.

Title IX Procedures

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 are governed by the College's Title IX Policy and Procedures, available from the Title IX Coordinator, or at <https://www.ivalley.edu/about-the-district/title-ix/>.

Disciplinary Process

Alleged violations of a minor nature (those that do not warrant suspension/expulsion) will be adjudicated in a disciplinary conference between the Vice President of Business and Community Solutions or designee and the student. No other witnesses will be present.

1. If the student sanctioned cannot appear at the time specified, the student must contact the Vice President of Business and Community Solutions 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 Vice President of Business and Community Solutions or designee and/or does not appear at the conference, the Vice President of BCS or designee may make a decision of responsibility or non-responsibility and determine the sanction.
3. At the disciplinary conference, the Vice President of BCS or designee will review the sanctions, evidence, and student's rights with the student. The student will have a chance to present any evidence or testimony on their own behalf.
4. After reviewing the evidence and hearing from the student, the Vice President of BCS or designee will determine 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 listed in this section.
5. The Vice President of BCS or designee 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 five business days 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 program coordinator. Students have the right to appeal this decision to the College Hearing Panel, if warranted, as described in the process below.

Appeal Process

Access to an appeal is defined within College policies and procedures but must be requested by the student **no more than 5 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 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 appeal that decision. 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 Vice President of BCS or designee office (room 601) at Marshalltown as well as on the website at <https://www.iavalley.edu/home/district-leadership/policies-and-reports-2/>

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 a dean/director depending on the sanctioning department and incident.
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 Vice President of BCS 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 Vice President of BCS or designee 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 Judicial Board sanction is to the Chancellor.
4. The following constitute reasons for an appeal and the appellate individual or board should limit its review of the hearing board's record to these issues:
 - a. The student's due process rights were substantially violated in the hearing process.
 - 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.
5. An appeal may be denied for insufficient grounds to request an appeal. However, if the appeal is granted at either level, the appeal panel 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. The appeal committee 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.

College Hearing Panel Procedures

In cases where suspension or expulsions are possible outcomes, or for matters related to academic dishonesty, the College Hearing Panel may be utilized. In such cases, the Notice of Hearing sent by the Vice President of BCS or designee 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 Vice President of BCS or designee at least two (2) business days before the hearing is scheduled to request a different time.
3. If the student has not contacted the Vice President of BCS or designee 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 Vice President of BCS or designee 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.
6. 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 Vice President of BCS or designee.
7. 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.
8. 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).
9. The College or the student is entitled to challenge a committee member for just cause. Removal of a panel member will be at the discretion of the remaining panel members.
10. 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. Questions from the Claimant/Respondent towards the other party will be directed to the Hearing Panel only.
11. 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.
12. 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 the Penalties and Sanctions section.
13. 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 (typically within ten business days) at the last known address or e-mail 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 BCS office. 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. Note: For Title IX-related issues, both the Claimant and Respondent will be notified simultaneously. Students have the right to appeal this decision to the Vice President of BCS or designee, if warranted, as described in the Appeal process below.

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 student sanctioned has the following rights at a 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 hearing and present on your behalf and summary of case from their viewpoint
4. Right to refuse to participate in the 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. Right to hear and question witnesses
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 final decision of the conference/hearing in writing
10. Right to appeal the final decision if an appeal is warranted (See Appeal Process Section 4)
11. Right To have representation of choice (i.e., advisor/support person) present with the understanding that the representative may not directly participate in the proceedings.
12. Right to request an advisor/support person to assist the student with the process.

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 Vice President of Business and Community Solutions or designee's office on the Marshalltown campus or online at

<https://www.iavalley.edu/home/district-leadership/policies-and-reports-2/>

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:

1. The student is expected to make every effort to resolve the problem with the IVCCD employee, 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 Vice President of BCS or designee within 10 business days of the initial meeting with the employee.
3. If no solution is reached between the student and the Vice President of BCS or designee, the grievance may be appealed in writing within 5 business days of the step 2 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 manner which is fair, efficient and courteous, and your feedback and complaints are important to the improvement of District services. All complaints and feedback, including the outcome, are documented and shared annually with the Vice President of BCS. Feedback or complaints that are unrelated to a grievance should follow these steps:

1. Complete the Student Feedback/Complaint Form found 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 Step 2, 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://iowacollegeaid.gov/StudentComplaintForm>. If an issue cannot be resolved through ICSAC, you may file a complaint with either the Iowa Department of Education (515-281-5294) or the Higher Learning Commission (<https://www.ncahlc.org/>; ph. 312-263-0456).

Academic Freedom for Students

In the interest 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.

Students with Special Needs

IVCCD is committed to providing equity in access in all matters relating to the College including the student disciplinary and grievance/complaint processes. The College staff can provide advocacy, advice, counseling and referral information. By working together, students, faculty and staff strive to provide access to support students in the completion of their studies at IVCCD. 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 laboratories, classrooms, restrooms, or for student activities and athletic contests). A barrier-free environment is stressed, and the campus is physically accessible throughout. Parking spaces are marked and reserved for students displaying handicap permits in their vehicles.

For classroom needs, students with special needs should notify the Director of Student Support Services of Business and Community Solutions, who will manage the request (see Steps to Obtain Accommodations below).

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. Complete the IVCCD Accommodations Form.
2. Continue the interactive process by contacting the appropriate staff (see below), and schedule an appointment to discuss the accommodations process, submit documentation of disability, and review the information. Appropriate documentation may include an Individual Education

Plan (IEP), Section 504 Plan (504), or other professional documentation. If you are unable to obtain documentation, release forms may be signed to authorize the college to request such documentation.

3. When documentation is received, and the student is considered eligible for services, an accommodation plan will be developed based on your individual needs.
4. A letter documenting eligibility to receive services will be sent; the letter may be used when visiting with instructors each term. 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 the Director of Student Support Services of Business and Community Solutions at 641-844-5780. If that meeting does not result in satisfaction, students should follow the grievance procedure outlined under Student Policies & Procedures.

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.

For any offense of plagiarism or academic dishonesty in a College course, the instructor shall document such offense for the College academic administrator. Upon sufficient proof of such incident, the student's file will be documented. The instructor, according to the course syllabus, will be free to pursue a failing grade for the assignment, a redone assignment, or some similar action with the student. For any second documented offense (in any College course), the instructor will be notified of earlier documented offenses. A recommendation that the student should receive a failing grade for this course shall be made to the instructor upon sufficient proof of academic dishonesty. For each offense, the student maintains a right of appeal according to the Code of Student Conduct (per Board policy 520A).

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). Students needing accommodations related to service and assistance animals are encouraged to contact the Director of Student Support Services of Business and Community Solutions at 641-844-5780.

Find additional details in IVCCD Board Policy 526, 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

College Closings

It is the policy of BCS 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 local television, radio stations and web site

<https://www.iavalley.edu/>

Business and Community Solutions Phone

All phone lines are available from 8:00 am – 4:30 pm. Monday – Friday. Call the following phone numbers regarding class cancellations due to weather, instructors' absences, utility shutdowns, or other conditions.

- Iowa Valley Business and Community Solutions - 641-752-4645 or 1-800-284-4823
- Iowa Valley Education & Training Center – 641-754-1348
- Ellsworth Community College (Iowa Falls) – 641-648-4611
- Iowa Valley Grinnell – 641-236-0513

Parking Regulations

Free parking is provided for all BCS students. Vehicles parked in restricted areas and not moved within 48 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 1-515-281-6225 or visit <https://idph.iowa.gov/tupc>.

Drug-Free Campus

It is the policy of BCS 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 substances, 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 which 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 is 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 request that visitors leave immediately. Failure to leave will result in police being summoned to take appropriate action.

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 precautions 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.

Use or possession of firearms, ammunition, explosives, incendiary devices, clubs, knives, bb guns, imitation guns which look like real guns or any dangerous weapon, substance or material on campus is prohibited except as expressly authorized by the College. 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 BCS produce an annual Security and Fire Safety Report, which is on the BCS website in the "Right to Know" section. 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 Vice President of Business and Community Solutions Office.

Reporting Procedures

1. Call 9-1-1 and report the incident.
2. Upon discovery of or witness to a criminal act, immediately notify the BCS office associate at the main (south) entrance, the Vice President of BCS or designee's office, or a College administrator.
3. BCS administrators may also contact the proper law enforcement authority.
4. Within 24 hours of the criminal act, file a crime report with the Vice President of BCS or designee.

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 the Director of Student Support Services of Business and Community Solutions, 641-844-5780. Complaints involving alleged sexual harassment shall be handled in accordance with the College's Title IX Policy and Procedures, available from the appropriate Title IX Coordinator, or at <https://www.iavalley.edu/about-the-district/title-ix/>. 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. BCS 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.

Electronic Communications Policy

Students should be aware that information and communications they post on the Internet, including but not limited to Facebook, Instagram, TikTok, 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 IVCCD Student Conduct Code or Residence Life Policy and Procedure Manual, this information or communications may be used in a Student Conduct or Residential Student Conduct Report. In particular, communications that violate the Student Conduct Code and/or Residence Life Policy and Procedure Manual, 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.

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.

IVCCD Photography & Videography Rights Policy

Iowa Valley Community College District reserves the right to take photographs or videos of faculty, staff, and students engaged in teaching, research, clinical practices, intercollegiate athletics, student activities, and other activities, as well as casual and portrait photography or videography. These photographs and videos may be used as part of marketing and promotional efforts including (but not limited to) advertisements, news/feature stories, publications (e.g., catalogs, brochures, posters, etc.), website images, social media posts, recruitment activities, and other promotional purposes serving IVCCD and/or its units.

Classes are photographed only with the permission of the instructor, and students will be given the opportunity not to be featured.

An IVCCD Photo/Video Authorization Form will be produced and signed prior to the photography/videography sessions for students under the age of 18. Once signed by a parent and returned, the forms will be kept on file by the Marketing Office, Athletic Department or other photography or videography project sponsor.

Photographs and video files will be kept in the files and archives of IVCCD as deemed appropriate and will remain available for use by the District without time limitations or restrictions.

Faculty, staff, and students are made aware by virtue of this policy that the District reserves the right to alter photography and videography for creative purposes. Faculty, staff, and students who do not want to be in District photographs or videography as described in this policy should contact the IVCCD Marketing Director.

IVCCD employees, students, and community members are advised that photographs and videography taken in public places and at public events do not require signatures or authorization for publication.

IVCCD has no control over the use of photographs or videography taken by third parties, including (without limitation) the news media covering College activities and events.

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 417).

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 556).

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.

IVBCS Education Equity Statement

It is the policy of the Iowa Valley Community College District not to discriminate in its programs, activities, or employment on the basis of race, color, national origin, sex, disability, age, sexual orientation, gender identity, creed, religion, and actual or potential family, parental or marital status. If you have questions or complaints related to compliance with this policy, please contact the Vice President of Administration, serving as the District Equity Officer, 3702 S. Center Street, Marshalltown, IA 50158, 800-284-4823, Equity@iavalley.edu, or the Director of the Office for Civil Rights U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor, Chicago, IL 60604-7204, Telephone: (312) 730-1560 Facsimile: (312) 730-1576, TDD 800-877-8339 Email: OCR.Chicago@ed.gov.

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. BCS 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 BCS 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 Student Support Services Department at least two weeks prior to the first day of class so their request can be processed. Failure to do so may result in denial of the accommodations request.

A student who feels his or her accommodation needs have not been met should contact the Student Support Services Department. If the student is not satisfied with the accommodation they should follow the grievance procedure under Student Policies & Procedures.

Confidentiality of Records

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. BCS 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, address, telephone number, email address, photograph, date and place of birth, field of study, grade level, enrollment status, activities participation, athletic participation (including weight and height), dates of attendance, degrees, honors and awards, and prior educational institution attended. Students may indicate a preference that any or all of this information not be released by submitting a written request to the program coordinator 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 BCS department, or as provided for in the Act. The record of access will not apply to access of education records by BCS 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 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.

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, all Iowa Valley Community College campuses maintain a drug-free college and restrict access to the campus during non-operating hours and to non-College organizations.

Campus policies and procedures are provided at IVBCS 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 Vice President of Business and Community Solutions or designee. The Vice President of Business and Community Solutions and all designee personnel are authorized to enforce all College regulations and to report all criminal activity to law enforcement authorities. The Marshalltown Police Department includes the BCS 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 Iowa Valley Business and Community Solutions is 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

Students are encouraged to utilize the online option to register for classes located at <https://ce.iavalley.edu/>

Payment

Payment in full is required at the time of registration. IVBCS accepts credit/debit cards, cash, check, or third-party vouchers as methods of payment. A voucher or third-party authorization with signature must be received to complete registration.

Withdrawal/Refunds

An automatic refund is made if IVBCS cancels a class. All refunds will be issued to students who drop the class at least one day prior to the class start date or at the time of the advertised cancellation deadline. No refunds will be issued for classes dropped on or after the class start date.

Grades

The college keeps a record of attendance and administers certifications based on protocols. If a student is taking a course for credit, the names and grades will be kept by the college in accordance with program requirements. Only final grades become part of the permanent College record.

Transcript grades include: **P** Pass; **F** Fail; **NS** No Show

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 form has been received by the Business and Community Solutions Office from the student.

Attendance

There is a strong relationship between success and class attendance. Any absence interferes with the learning process and may contribute to academic failure. Because BCS is committed to helping students find success, the College is committed to the importance of regular attendance in all classes.

Instructors and program coordinators determine attendance policies based on program requirements. Attendance policies will be written in the course syllabus and explained upon class entry. It is each student's responsibility to find out the attendance policies. 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.

College Transfer Credit/Non-credit options

Some courses or modules are available with credit or non-credit (Business and Community Solutions) options. Students will be informed by staff or faculty about alternative options and funding sources reflective of the student's individual current needs and future opportunities. Students should select the enrollment classification that best meets their needs. In a credit/non-credit class, the instructor will follow the guidelines to meet criteria for credit and non-credit standards such as grade reporting, attendance, syllabus, documentation, etc.

Financial Scholarship

PACE/GAP

GAP Tuition Assistance provides funding to income-eligible applicants enrolling in a GAP approved certificate program in occupations including health care, advanced manufacturing, and transportation. The GAP Tuition Assistance Program enables individuals to gain

the necessary skills to obtain a job in an in-demand field. Non-credit certificate programs are not eligible for federal financial aid, but this program bridges the funding gap for those students pursuing short-term certificates.

The Pathways for Academic Career Employment (**PACE**) program provides a Pathway Navigator to assist participants on their educational journey. The Pathway Navigator will work with participants to identify barriers to success and will work with participants to minimize those barriers by connecting the students to the appropriate community resources. The Pathway Navigator will also work with individuals to access available funding to assist with the cost of education.

PACE can provide assistance in the following areas:

- Financial support
- Educational support
- Personal support
- Career support

For more information, please call (641) 752-4645 or 1-800-284-4823

IVBCS Locations

Call the main Iowa Valley Business and Community Solutions number at (641) 752-4645 or 1-800-284-4823 if you have any questions about a class location. IVBCS offers classes in multiple locations. These are just a few of the more frequent locations.

- **Iowa Valley Business and Community Solutions - 641-752-4645 or 1-800-284-4823**
- **Iowa Valley Education & Training Center**
 - **Marshalltown – 641-754-1348**
 - **Tama – 641-484-8002**
- **Ellsworth Community College (Iowa Falls) – 641-648-4611**
- **Iowa Valley Grinnell – 641-236-0513**

IVBCS Location Maps Link

<https://www.iavalley.edu/maps-and-directions/>