

# Student Handbook

2022-2023

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



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## **How to Use This Handbook**

All ECC 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**

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**

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.

# **Student Code of Conduct & 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 Student Affairs' 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 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. For Title IX-related issues, this person is referred to as the “Respondent.”
2. “Claimant” means a student, student organization, faculty member or staff member who files a complaint against a student or student organization with the Dean of Student Affairs Office. For Title IX-related reasons, this person is referred to as the “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 any person who alleges that they have been subjected to sexual harassment as defined by the IVCCD Title IX Policy. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the College’s programs or activities
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 advisor 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 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" means any person who has been reported to be the perpetrator of conduct that could constitute sexual harassment under the IVCCD Title IX Policy, and over whom the College is able to exercise substantial control.
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 Student Affairs that hears evidence and makes decisions regarding the outcomes and sanctions.
15. "College Hearing Panel chairperson" means the individual, appointed by the Dean of Student Affairs, 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 Student Affairs, 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 Dean of Student Affairs 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 Student Affairs may suspend such 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 522). 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 District-owned computing facilities, including central computers, terminals, microcomputers, printers, plotters, and all associated equipment. (IVCCD Board Policy 524) 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 behaviors or harassment are 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 thereby.
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 officer 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. Conduct constituting “sexual harassment” under Title IX will be handled in accordance with the College’s Title IX Policy and Procedures, available from Tracy Crippin-Haake, Title IX Coordinator, Kruse Main Room 015 (641-648-8513), email [Tracy.Crippin@iavalley.edu](mailto:Tracy.Crippin@iavalley.edu), or at <https://ecc.iavalley.edu/title-ix/>.
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. Conduct constituting “sexual harassment” under Title IX will be handled in accordance with the College’s Title IX Policy and Procedures, available from Tracy Crippin-Haake, Title IX Coordinator, Kruse Main Room 015 (641-648-8513), email [Tracy.Crippin@iavalley.edu](mailto:Tracy.Crippin@iavalley.edu), or at <https://ecc.iavalley.edu/title-ix/>.
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. Conduct constituting “sexual harassment” under Title IX will be handled in accordance with the College’s Title IX Policy and Procedures, available from Tracy Crippin-Haake, Title IX Coordinator, Kruse Main Room 015 (641-648-8513), email [Tracy.Crippin@iavalley.edu](mailto:Tracy.Crippin@iavalley.edu), or at <https://ecc.iavalley.edu/title-ix/>.
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 IVCCD 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, 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 personal 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.

1. All such complaints shall be made in writing on the Student Conduct/Discipline Report Form to the Dean of Student Affairs (or an appointed designee). Complaints involving sexual harassment shall be handled in accordance with the College's Title IX Policy and Procedures, available from Tracy Crippin-Haake, Title IX Coordinator, Kruse Main Room 015 (641-648-8513), email [Tracy.Crippin@iavalley.edu](mailto:Tracy.Crippin@iavalley.edu), or at <https://ecc.iavalley.edu/title-ix/>. The Dean of Student Affairs 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 Student Affairs 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 Student Affairs.
  - b. If the sanctions are of a major nature (e.g., suspension may be warranted), sanctions may be directly imposed by the Dean of Student Affairs, or on a case-by-case basis, referred to the

- College Hearing Panel. Incidents related to Title IX or academic dishonesty 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 Dean of Student Affairs that specifically states the terms of the resolution and acknowledges consent to these terms.
  - 3. In all cases, the Dean of Student Affairs 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 Dean of Student Affairs. Serious and/or repetitive violations of the Code of Conduct may result in further disciplinary actions or 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 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 Student Affairs 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.

### **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 his or her behalf and summary of case from his or her 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 final decision of the conference/hearing in writing.
10. Right to appeal the final decision if an appeal is warranted.
11. To have representation of choice 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.

### **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 Student Affairs (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 Student Affairs. 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 Student Affairs at least two (2) business days before the conference is scheduled to request a different time.
2. If the student has not contacted the Dean of Student Affairs and/or does not appear at the conference, the Dean of Student Affairs may make a decision of responsibility or non-responsibility and determine the sanction.
3. At the disciplinary conference, the Dean of Student Affairs 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 conference 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 Student Affairs 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 Affairs' 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 Registrar. Students have the right to appeal this decision to the College Hearing Panel, if warranted, as described in the Appeal process below.

## **College Hearing Panel Procedures**

In cases where suspension or expulsion 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 Dean of Student Affairs 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 Student Affairs at least two (2) business days before the hearing is scheduled to request a different time.
3. If the student has not contacted the Dean of Student Affairs 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 Student Affairs will review the possibly sanctions and student's rights with the student. The student will have an opportunity to present any evidence or testimony on his or her behalf.
5. The College Hearing Panel will be comprised of an odd number of members (faculty members and College staff representatives). The Panel will hear all evidence in the case including witness testimony and documentation and make a decision as to whether the student is responsible or not responsible for the alleged violation and determine an appropriate sanction.
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 Dean of Student Affairs.
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 may 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 toward 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 (within ten business days) 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. The Hearing Panel's decision is final and 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 **no more than 5 business days** after the delivery of the written decision. 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 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 Student Affairs' Office (Gentle Student Center, room 233) as well as on the website. Housing sanction appeal forms are available in the Director of Residence Life & Student Engagement's Office.

The right to appeal does not necessarily entitle students to a hearing of their 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. 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.

1. 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 Dean of Student Affairs stating specific reasons for the request of additional time including why the timeline for the appeal was not met.
2. Any sanction imposed as the result of a Disciplinary Conference will remain in effect during the process of appeal. The Dean of Student Affairs 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, is the final formal step for an individual's appeal.
3. 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.
- 4. 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 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 the 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 may not increase the sanction.
- 5. **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, 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 Tracy Crippin-Haake, Title IX Coordinator, Kruse Main Room 015 (641-648-8513), email [Tracy.Crippin@iavalley.edu](mailto:Tracy.Crippin@iavalley.edu), or at <https://ecc.iavalley.edu/title-ix/>.

## 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. Excuse 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 on the College website.

## Student Grievance Procedure

The grievance form should be completed by the student and should include a written summary of the situation and a proposed resolution of the situation. The written grievance is to

be resolved through the following steps.

1. The student is expected to make every reasonable effort to resolve the problem with the District employee, including a meeting in person 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 (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 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 District is committed to providing high quality services. The District strives to deal with all students in a manner which is fair, efficient, and courteous. Student feedback and complaints are important to the improvement of District services. All complaints and feedback, including the outcomes, are documented and shared annually with the College Provosts' Offices. 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. Attempt to discuss the Student Feedback/Complaint Form with the employee, faculty member, 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 present the Student Feedback/Complaint Form 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/StudentComplaintForm>. If an issue cannot be resolved through ICSAC, you may file a complaint with either the Iowa Department of Education, Ph: 515-281-0319, or the Higher Learning Commission, 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.

#### **Academic Grade Appeal Process (final course grades only)**

Iowa Valley Community College District expects students to be responsible for knowing the grading standards established by the instructor for each course in which they are enrolled. All grades submitted by faculty are considered final, and part of a student's permanent academic record. A student may appeal a final course grade that they feel is inaccurate or unwarranted using the grade appeal process. Criteria for appealing a final grade include, but is not limited to:

- Inaccurate grade calculation
- Grading process different from that identified in course syllabus
- Inconsistent grading standard applied within course
- Violation of written agreement with student
- Violation of institutional policy, rules and regulations

The final grade appeal process should begin as soon as possible after final grades are posted and no later than midterm of the following fall or spring semester. The student is expected to make every effort to address the grade concern with the instructor, and the burden of proof relies on the student to demonstrate that the grade they received is not the grade they earned. If a resolution between the instructor and student is not achieved, a review by the Dean of Academic Affairs may be requested. Following the Dean's review, the student may initiate a Final Grade Hearing with the Academic Appeals Committee.

For more information about appealing final grades or to submit the Grade Appeal Form, please contact the Academic Affairs Office.

### **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).

### **Behavior Intervention Team/BIT**

The Behavioral Intervention Team (BIT) coordinates ECC's resources while confidentially addressing the needs of students who are experiencing significant behavioral disturbances and to recommend collaborative and purposeful interventions aimed at helping students achieve success.

The goals of BIT include: 1) preventing crises before they occur through the provision of outreach and referrals; 2) ensuring that students whose behavior is of concern are contacted and have access to appropriate services so they have the opportunity to improve their welfare, and 3) creating a unified reporting and tracking system that will allow members of the BIT to observe patterns of behavior that may elicit assessment and to provide a documented response to distressed students. Information reported to the

BIT is confidential and therefore feedback BIT provides to a reporter will be limited to acknowledging receipt of the report.

### **Students with Special Needs**

ECC 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 ECC.

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 Wanda Koehrsen, TRIO Coordinator/Student Success Specialist (641-648-8587) so physical changes can be made (see Steps to Obtain Accommodations).

Parking spaces are marked and reserved for students displaying handicap permits in their vehicles.

### **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 Wanda Koehrsen (641-648-8730), TRIO Coordinator/Student Success Specialist, and schedule an appointment to discuss and begin completion of the Application for Students with Disabilities form.
2. After completing the form, meet with Wanda Koehrsen 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 Wanda Koehrsen. If that meeting does not result in satisfaction, students should follow the grievance procedure outlined under Student Policies & Procedures.

### **Service & 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 Wanda Koehrsen (641-648-8730) for more information. Additional details can be found 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 ECC 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.

### **Emergency Notification System (ENS)**

College delays or cancellations due to weather or utility shutdowns, or other serious conditions will be available via the College website and through the Emergency Notification System (ENS).

All students are automatically enrolled in the ENS. Changes to your cell 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 opt-out of receiving text messages from the ENS by texting "stop alert" to 23177; you cannot opt out of receiving emergency messages to your student email account. If you opt out and want to opt back in later, text "subscribe alert" to 23177.

### **Parking Regulations**

Free parking is available for all ECC students. Residential students will have parking available in designated areas with a residence hall parking permit. Students are encouraged to park in appropriate parking areas, including the two lots south of Bullock Jones Hall and Reg Johnson Hall and parking lots around the Math-Science building. Parking in restricted areas will result in a fine; in cases of persistent violation, vehicles will be towed at the student's expense.

There are spaces designated for handicapped access parking north of Kruse Main Hall on Elm Street and south of Reg Johnson Hall. There is continual restriction on these spaces, and cars may be parked in them only if there is an official handicapped sticker or emblem prominently displayed in or on the vehicle.

The City of Iowa Falls also has a snow removal ordinance which prohibits parking on all city streets for 48 hours after the start of snow removal operations. Vehicles unlawfully parked on any city street will be towed to a storage location and vehicle owners will be subject to fines.

### **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 products (including 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 ECC 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 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 is subject to forfeiture under both federal and state law. This includes not only cash but 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, 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 Department of 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 their 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): Up to \$500 and 30 days in jail. 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: \$100 first offense plus court costs. Consumption in public places, intoxication: \$100 plus court costs. Under legal age: \$200 first offense plus court costs, \$500 second offense plus court costs and loss of driver's license for a year.

### **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 College students or employees are to conduct themselves in accordance with the law, 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 District 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 Residence Life/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 online at [www.iowasexoffender.com](http://www.iowasexoffender.com). The College provides seminars on safety and crime prevention to the campus community.

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 ECC produce an annual Security and Fire Safety Report, which is on the ECC website in the “Right to Know” section under About ECC. 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 Student Affairs’ Office and Provost’s Office or by going to the [National Center for Education Statistics](#) and searching for Ellsworth 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 someone in the ECC Student Services Office, the Provost’s Office, the Residence Life/Housing staff, or a College administrator.
3. ECC 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 ECC Education Equity Coordinator, Dr. Amanda Estey (Room 223, 641-648-8633), who will serve as investigator. Complaints involving alleged sexual harassment shall be handled in accordance with the College's Title IX Policy and Procedures, available from Tracy Crippin-Haake, Title IX Coordinator, Kruse Main Room 015 (641-648-8513), email [Tracy.Crippin@iavalley.edu](mailto:Tracy.Crippin@iavalley.edu), or at <https://ecc.iavalley.edu/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. ECC 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 Director of Human Resources 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.

### **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 ECC student **ID number**.
- Your initial password is first initial, last initial and date of birth in all caps, with a # after: FLDOB#.
- Most users will set up an email address as [firstname.lastname@iavalley.edu](mailto: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 App.

### **Electronic Communications Policy**

Students should be aware that information and communications they post on the Internet, including but not limited to social networks such as Facebook, Twitter, YouTube, Instagram, Snapchat, Internet message

boards, forums, web pages and blogs, are public in nature. When such information and communications posted in these manners violate the ECC Student Conduct Code or ECC's Housing Policy Manual, or if such information indicates a violation of the Student Conduct Code or ECC's Housing Policy 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 ECC's Housing Policy 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.

An IVCCD European Union GDPR Photo/Video Authorization Form will be produced and signed prior to the photography/videography sessions for students age 18 and older who are residents of member countries of the European Union. Once signed by the student, copies of the form will be provided to the student and the College Registrar's Office, and the original will be kept on file by the Marketing Office, Athletic Department, or other photography or videography project sponsor. No photos will be taken of students under the age of 18 who are residents of member countries of the European Union unless they happen to be among a crowd in public places and/or at public events.

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 District's premises who have potential exposure to bloodborne pathogens must conform to the requirements of the District's Bloodborne Pathogens Exposure Control Plan (Board Policy 417).

### **Chronic Communicable Diseases**

The District 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 AIDS, may, subject to the provisions of Board policy and guidelines, attend classes and participate in other college-related activities. The District 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 District 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, Federal Direct 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 ECC. Student cohort retention rates are reported to the National Center for Education Statistics via the Integrated Postsecondary Education System (IPEDS) each spring. The most recent IPEDS submission reports on the fall-to-fall rate of Fall 2019 first-time, full-time students. The Fall 2019 cohort consisted of 259 students; 136 students (53%) of the cohort enrolled during Fall 2020 (graduates excluded).

The three-year 150% graduation rate is also reported via IPEDS. For Ellsworth Community College students who first entered full time in the Fall of 2017, 34% graduated within 150% of normal completion time. The transfer rate for the Fall 2017 cohort was 33%. Student-athletes who first entered on a full-time basis during Fall 2017 had a graduation rate of 41%.

The following policies are cited from the Iowa Valley Community College District (IVCCD) Board Policy Manual.

### **Student Right-to-Know Website**

Right-to-know information is updated on the College website. The Right to Know web page includes information about graduation rates, grievance and complaint information, the annual Security & Fire Safety Report, and how the College defines credit education.

### **ECC 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](mailto: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](mailto:OCR.Chicago@ed.gov).

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. ECC 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 ECC 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 or 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 are listed in this handbook under Student Policies & Procedures.

To make ADA identification, students should contact Wanda Koehrsen (641-648-8730 or [Wanda.Koehrsen@iavalley.edu](mailto:Wanda.Koehrsen@iavalley.edu)). A student who feels his or her accommodation needs have not been met should contact Wanda Koehrsen; If that does not result in satisfaction, students should follow the grievance procedure under Student Policies & Procedures.

## **Confidentiality of Records/Family Educational Rights & Privacy Act (FERPA)**

Copies of Board Policy 501 and the related Guidelines regarding the Act may be obtained from the Dean of Student Affairs. The following summarizes the provisions of the Act and subsequent amendments:

Students have the right to inspect and review their education records. ECC 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), 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 ECC 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 transcript 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.

### **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 or 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, Ellsworth Community College maintains a drug-free college and restricts access to the campus during non-operating hours and to non-College organizations. The Iowa Falls Police Department includes the ECC campus on its patrols.

Campus policies and procedures at Ellsworth Community College help promote a safe environment for students, faculty and staff, and campus visitors.

College employees, including faculty, administrative staff, plant services staff, and security staff, who do not have police authority, are authorized to report suspicious activity to the Provost. The Provost is authorized to enforce all College regulations and to report all criminal activity to law enforcement authorities.

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 Ellsworth 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 Ellsworth Community College. The following Steps 1-4 are required before registering for classes:

1. Apply to ECC, either online or with the paper Application for Admission form.

2. Contact your high school and request that they mail your “Official” high school transcript to ECC Admissions.
3. If applicable, contact all colleges where you have attended and/or have credit, and request that they mail your “Official” college transcript(s) to ECC Admissions.
4. Forward your ACT scores and/or take our placement test.
5. Also, you are encouraged to apply for financial aid, which begins with completing the FAFSA (online).

Any questions about new student enrollment should be directed to the Admissions Office (648-4611 or [eccinfo@iavalley.edu](mailto:eccinfo@iavalley.edu)). The Admissions Office is located upstairs in the Gentle Student Center.

### **Fresh Start Policy**

Persons who previously attended the College, have not attended within the past two years (four 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 complete the Fresh Start Application and submit to the Registrar’s Office that they want to be considered for a Fresh Start.

- Students must earn at least 12 credit hours after returning before the Fresh Start policy is implemented. Developmental credits do not count toward this total.
- 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 is considered normal. Students desiring to take more than 18 credit hours 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 apply to vocational-technical programs of the College.

### **Registration**

New students are required to meet with an advisor or Academic Advising Specialist when registering for classes for the first time. During this initial meeting the student and advisor review major interests, degree requirements, prior coursework and test scores, as well as discussing College procedures and other important information needed to effectively progress at ECC.

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, prerequisites, 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 Wanda Koehrsen, TRIO Coordinator/Student Success Specialist (641-648-8587 or [Wanda.Koehrsen@iavalley.edu](mailto:Wanda.Koehrsen@iavalley.edu)) to request assistance and coordinate appropriate accommodations. 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 Wanda Koehrsen for further assistance.

### **Adding and 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):  $\frac{1}{2}$  tuition and all fees will be assessed for any dropped course; adding a course will require instructor approval; and courses dropped will be listed on the student's transcript with the grade "W" (Withdrawn).

Beginning the third week of class (Fall and Spring semesters): 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; and 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 as of the second day of class, unless otherwise posted by the Registrar's Office (in accordance with Board Policy). 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 the Registrar 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 policy above. Students receiving federal financial aid 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 20 days from the last day of the course(s) in question. Petitioning students must provide a statement regarding the extenuating circumstances that prevented compliance with the deadlines. Any documentation in support of the petition statement must be submitted with the form. 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 or email 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 within a reasonable time frame, typically 10 business days, by resubmitting a Student Petition and providing further documentation or explanation as necessary. The appeal committee will be comprised of the original waiver committee in addition to the Dean of Academic Affairs or an appointed designee.

## **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 Point; **A-** 3.67 Grade Point; **B+** 3.33 Grade Point; **B** 3.00 Grade Point; **B-** 2.67 Grade Point; **C+** 2.33 Grade Point; **C** 2.00 Grade Point; **C-** 1.67 Grade Point; **D+** 1.33 Grade Point; **D** 1.00 Grade Point; **D-** 0.67 Grade Point; **F** 0.0 Grade Point; **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: **CL** CLEP; **I** Incomplete; **L** Credit for Prior Educational or Occupational Experience; **N** Audited course (full tuition charged; no credit); **NR** No Grade Reported; **P** Passing; **Q** No credit; **S** Satisfactory; **T** Credit by examination; **TR** Transfer; **W** Withdrew from course; **WIP** In progress; \* Course Repeated.

### **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, then total the credits attempted.
3. Divide the total grade points earned by the number of credits earned, excluding developmental courses and courses in which a "N," "NR," "W," or "CL" grade occurred.

### **Classification of Students**

ECC students are classified as follows: 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 – is enrolled for 9 credit hours, 10 credit hours, or 11 credit hours per semester. Half-time – is enrolled for 6 credit hours, 7 credit hours, or 8 credit hours per semester. Less-than-half-time – is enrolled in 5 credit hours or less per semester.

## **Residency**

Students enrolling at ECC 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 his/her enrollment at ECC.

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 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 may be appealed. The Dean of Academic Affairs acts as the appeals body for residency questions. The decision of the Dean of Academic Affairs is final.

## **Graduation & Commencement**

Information on specific requirements may be obtained online, or from an advisor, a Student Services or Hub staff member, or the Registrar.

***Faculty advisors will help students plan to meet graduation requirements; however, ultimate responsibility for meeting the requirements rests with each student.***

The Graduation Ceremony is held in May of each year. Students planning to graduate must apply at the Registrar's Office. The signature of the student's academic advisor must be obtained before the "Graduation Application" will be processed, and an Advising Worksheet must be included with the application. Please contact the Registrar's Office for specific deadlines.

## **Student Transcripts & Billing**

### **Transcripts**

Ellsworth Community College offers easy and convenient online transcript ordering through the National Student Clearinghouse. Official transcripts will be released when all financial obligations with the college have been met. To request your transcript, click on the Request Transcripts button on the College's homepage and follow the step-by-step instructions. Transcripts cost \$7 per copy and payment is made with a debit or credit card. All requests will be processed in the order they are received and the normal processing time is two business days. During busy periods such as graduation, beginning of the semester, and grade processing there may be a longer processing time.

### **Billing**

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, IVCCD may, at its option, drop the student 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**

Each ECC student will be issued only one ID card per year, and will be required to present a current ECC student ID for admittance to College functions, the Dale Howard Family Activity Center, to eat in the Gentle Student Center cafeteria, and to check out materials or take make-up tests at the Osgood Library. Photo ID cards are issued in the Housing Office (Gentle Student Center across from the switchboard) during posted hours. The ID card is non-transferable and is valid only for the person to whom it was issued.

Students needing to replace a lost, stolen or broken ID card may do so at the Housing Office. There is a \$10 fee to replace cards, payable in cash, credit/debit card. The student must do so in the Business Office, located upstairs in Gentle Student Center. The student will receive a receipt to present to the Housing staff for ID replacement. Students will not be allowed to charge replacement IDs to their student accounts.

### **International Students**

International students may obtain help in the Student Services Office with their immigration, academic, personal, and financial concerns. Contact Roger Baptista Lugo (641-648-8512) 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 ECC is committed to helping students find success, the College is committed to the importance of regular attendance in all classes.

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**

Academic support services are available at the Hub, located in the lower level of Kruse Main Hall. In addition, free tutoring by qualified peer tutors is provided to ECC students upon request. Accommodations are available to assist students with documented disabilities. See the College website or contact a staff member for additional information.

## **College Transfer**

Students planning to transfer to other colleges or universities may receive help and information on procedures by consulting with their academic advisor. More information is available on the ECC website under Academics—Degree Programs or in the ECC Student Services Office in the Gentle Student Center. Students can also visit the [Transfer in Iowa](#) website regarding Iowa's regent universities.

# **Departments & Services Information**

## **Bookstore**

Located in the Gentle Student Center, the ECC Bookstore sells new and used textbooks, assorted clothing, and supplies to ECC students. Hours are Monday through Friday from 9 am to 3 pm; during registration periods, hours may be extended. Contact Kelsey Barhite (641-648-8541) for more information.

Books may be purchased online at the [ECC Bookstore website](#).

Books can be returned the first week of classes (return deadline will be posted in the bookstore) for a full refund if they are:

1. In new, unused condition (including no writing or marking or bent corners and, if wrapped, still in original wrapping).
2. Accompanied by a class drop form processed by the Registrar's Office.
3. Accompanied by a cash or charge receipt.

## **Bulletin Boards & TV Monitors**

Notices and posters displayed on campus 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 Student Services Office.

The TV monitors (electronic bulletin boards) in Gentle Student Center, Kruse Main, Math-Science, McClure Hall, Reg Johnson Hall, the Dale Howard Center, and the Agriculture/Renewable Energy Center are updated regularly. All students are strongly encouraged to check the monitors daily. Weekly schedules of sporting events, campus and club activities, college rep visits, and other important information is listed on the monitors. Contact the Marketing Office in Gentle Student Center (room 212) if you have questions regarding information on the monitors.

## **Career Central (Career Assistance)**

Career Central is located in the ECC Library. Career advising can further a student's ability to determine a major area of study and find career options which work within the student's expressed career choices. ECC offers the opportunity for students to be actively engaged in the career exploration process through the [College Central Network](#) and [Career Coach](#) websites.

## **Dale Howard Family Activity Center**

ECC students are encouraged to enjoy the Dale Howard Family Activity Center. Located at the southwest corner of the campus, the facility was built with the needs of both students and the community in mind. Students can use the indoor walking/running track; work out with state-of-the-art circuit training equipment, treadmills, or fitness bikes; enjoy an aerobics class in the exercise room; or take up tennis on the indoor court. Then, relax with a snack in the Panther Den (also featuring wireless internet access). Additional classes and activities include Boot Camp, open gym, cycling, Yoga, and Ab Blast.

## **Drug, Alcohol, Gambling & Crisis Services**

Students should feel free to ask faculty members, advisors, or student services staff for help with referrals for community resources.

The following is a list of off-campus agencies:

**Alcohol/Drug Use:** *Alcoholics Hotline: 1-800-527-5344. American Council on Alcoholism* ph.: 800-527-5344. *National Council on Alcoholism & Drug Dependence* ph.: 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*: Eldora, 641-939-7280.

**Crisis/Mental Health:** *Achieve Mental Health: 814 Railroad St., Iowa Falls, 641-648-4010. Behavioral Health Services: 322 ½ College Ave., Iowa Falls, 641-648-6491. Crisis Foundation2*, 24-Hour Crisis Hotline ph.: 1-800-332-4224.

**Eating Disorders:** *National Eating Disorders Association*, 1-800-931-2273.

**Gambling:** *Bets Off (Iowa): 1-800-BETS-OFF. National Gamblers Anonymous*.

**Sexual Abuse & Assault:** *Crisis Intervention Services: 641-424-9071 or 641-424-9133. Crime Victims' Compensation Program: 515-281-5044. Iowa Sexual Abuse Hotline: 1-800-284-7821. Rape, Abuse & Incest National Network 1-800-656-HOPE*.

**Suicide:** *National Suicide Prevention Lifeline: 1-800-273-TALK.*

## **Ellsworth College Foundation & Board of Trustees**

The Ellsworth College Foundation and the Ellsworth College Board of Trustees offer scholarships and grants to gifted and well-qualified students. These scholarships may be combined with need-based financial aid and local scholarships to ensure many worthy students find a college education within their budgets.

Applications, criteria, and deadlines for all Ellsworth College Foundation scholarships are available online.

## **Financial Aid**

Financial aid in the form of scholarships, grants, loans and part-time employment is available to assist qualified students. For more information, contact the Financial Aid Office in Gentle Student Center, 2<sup>nd</sup> floor.

## **Food Service**

A full-service cafeteria is provided on campus in the Gentle Student Center for all ECC students. If you live in the residence halls, you are required to purchase the meal plan. The charge for the meal plan is calculated on

a semester basis. Students enrolled in cooperative programs who are not on campus full-time are charged on a pro-rated basis.

Students who live off-campus may also eat their meals at the cafeteria on the same basis as on-campus students. Students not on the meal plan may purchase individual meals in the cafeteria if they desire. The College reserves the right to alter all food service costs without prior notice.

## **Health Services**

The College provides part-time student health services. The Student Health Office is located in the Dale Howard Family Activity Center; hours are posted. Treatment of minor health problems and medical referrals are available through the Student Health Office. Ultimately, students are responsible for their own medical care (Board Policy 551).

## **The Hub**

Located in the lower level of Kruse Main Hall, the Hub was created on the basis of the “linger and learn” philosophy, which embraces the idea of social learning in the context of a student’s overall college experience. The Hub is designed to reflect a relaxed study atmosphere where students are encouraged to work together to achieve academic solutions.

The Hub is open Mondays and Thursdays from 8 am to 7 pm, Tuesdays, Wednesdays and Fridays from 8 am to 4:30 pm during fall and spring semesters. Summer Hours are 8 am to 4:30 pm, Monday through Friday.

The Hub staff offer several tailored services for students, including academic and scheduling assistance, assistance filling out the FAFSA and completion of Academic Success Plans. Other services include disability services and course accommodations, TRIO SSS, CLEP testing, confidential resources, PACE/GAP, success coaching, career advising, tutoring, and Writing Center help. Students also have access to desktop computers, printing, and scanning. Students who need assistance in any of these areas may visit the Hub for more information. Home of the Panther Pantry.

**Tutoring** provides free assistance for students enrolled in specific ECC courses. Tutors are adjunct professors or students who have successfully completed the course. Tutoring hours are consistent but schedules sometimes change; therefore, all students will receive a tutoring schedule every Monday morning during the school year in their iavalley.edu email account. All tutoring is on a walk-in basis and FREE to all ECC students. If interested in becoming a tutor, please visit Tracy Crippin-Haake.

**The Writing Center** provides one-on-one assistance with writing assignments for all ECC classes.

**TRIO SSS** is a Federally Funded program that serves 120 eligible ECC students a year. Students eligible for this program are those deemed as first generation, low-income, and those with a documented disability. The TRIO SSS program offers financial literacy workshops, academic skill building workshops, career exploration opportunities, transfer advising/academic advising, cultural enrichment activities, grant aid (for eligible participants) and more. Students may visit the Hub for an application or retrieve one from <https://ecc.iavalley.edu/resources-for-students/academic-support-services/trio-student-support-services/>.

## **Osgood Library/Iowa Valley Community College District Libraries**

The Ellsworth Community College Osgood Library serves as resources for students, faculty and community members. The library hours during the academic year are below (note: hours are subject to change. Check hours posted on the library doors and website for the most up-to-date schedule).

	<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
ECC	5:00 pm – 9:00 pm	7:30 am – 3:00 pm	Closed				
Osgood Library							

The ECC library has shortened hours during the summer sessions. On evenings before and after holidays and during academic holidays, regular library services are suspended. The library is closed whenever the campus is closed.

### **Contacting the Library**

You may stop in, email or call the library.

<b>Campus</b>	<b>Library</b>	<b>Location</b>	<b>Email</b>	<b>Phone</b>
ECC	Osgood Library	Kruse-Main Building	<a href="mailto:ecclibrary@iavalley.edu">ecclibrary@iavalley.edu</a>	641-648-8560

### **Library Services**

A staff member is on duty whenever the library is open to assist in locating and using resources. A “help desk” chat feature is available on the library websites, and is staffed whenever the library is open.

There are tables, seating areas and conference rooms which offer a variety of study space. Computer work stations are located in each library for student and public use (ECC Library also houses a computer lab). Also available to students through the library are EBooks, newspapers, career information, a fax machine and many more services.

### **Materials Selection**

The ECC library houses a variety of materials and resources for both campus and public use (see Electronic Resources and Print Resources sections below). These materials are selected by qualified staff and faculty—in accordance with Board Policy 615—and are reviewed and updated on a regular basis. Questions or concerns regarding library materials can be directed to the library staff.

### **Electronic Resources**

The library subscribes to many online research/reference databases including EBooks. This includes general academic periodical databases, encyclopedias, and the online card catalog. Students are required to log into the databases on the library’s website. Most resources are available to students from any computer, both on and off campus. See library website for a list of all databases.

## **Print Resources**

Books and some journals may be found via the library catalog on the website. MCC and ECC share an online catalog, and students may borrow books from either library. Please be aware that borrowing materials from the other library will take a few days to receive.

- Course Reserves: Instructors may place some textbooks and other materials on reserve in the library. Reserve items may only be used in the library and if they are being used by many students there may be a two-hour time limit.
- Interlibrary Loans: In addition to the print materials located in the campus libraries students also have access to borrowing books through interlibrary loan. Many libraries in Iowa are part of the state interlibrary loan system, which includes state, college, university, medical and public libraries. Interlibrary loans are available free of charge to all students. Plan ahead for this service and allow two weeks for items to arrive.

## **Computer Access**

All ECC students may access the College's computer system and internet via a log-in (code assigned to each individual student) and use college computers in the library, computer labs or elsewhere on campus as a student privilege. This privilege is not a student right and it can be revoked if inappropriate computer use is reported.

Computer use is limited to legal use of computers as outlined by state and federal laws. The library computers are dedicated to reference, research and class projects. To utilize the library computers, students need a basic knowledge of computer applications. The knowledgeable library staff is available to provide assistance. Wi-Fi access is available in the library and throughout the respective campus buildings. Printing from a laptop is possible through web printing; see library staff for instructions. Web printing is available in the library and the Hub.

## **Make-up Tests**

In coordination with library staff, instructors may bring make-up tests to the libraries for students to complete. Students will need to have a photo ID before they will be allowed to take a make-up test. A student ID is the preferred form of identification, but a state issued ID is allowed. Testing is available most hours the library is open

## **Recycling**

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

## **Residence Life & Housing (Student Housing)**

ECC has on-campus student housing in Thompson Hall (men only), Wall Hall (co-ed), the College Apartments (co-ed), and the College Suites (co-ed). On a space-available basis, all full-time freshman students under 21 who are not heads of household or not living with parents or guardians are required to live in College student housing. This policy exists because the residence experience is considered an integral part of the students' education.

Students living in student housing are also required to purchase a meal plan from the College cafeteria.

The housing contract is for the entire academic year; permission to be released from the contract will be made only in extenuating circumstances.

### **Residence Hall Rates**

Current housing and food service rates are on the ECC website. Students in cooperative programs receive a pro-rated reduction in their room and board contract during the semester they are away from campus. The College reserves the right to change room and board rates at any time.

### **Making Room Reservations**

Applications for housing accommodations should be sent to the Department of Housing as far in advance as possible to ensure a room assignment; applications must be accompanied by a \$200 deposit. The \$200 serves not only to reserve a room, but also as a damage and performance deposit. A space will not be held unless the deposit has been received. Roommate preferences should be indicated in the appropriate space on the housing application.

Requests for deposit refunds will be honored until Aug. 1. All refund requests must be made in writing to Nate Forsyth, Director of Athletics & Student Life.

For more information or apply for housing visit the ECC website or email [eccreslife@iavalley.edu](mailto:eccreslife@iavalley.edu).

### **Staff Directory**

A fully searchable online Staff Directory is available on the College website.

### **TRIO Student Support Services (TRIO SSS)**

TRIO is a set of federally-funded programs designed to ensure equal educational opportunities. Ellsworth Community College was awarded TRIO grants in 2010 and 2015 related to student support services. TRIO Student Support Services (SSS), which is located in the Hub in the lower level of Kruse Main Hall, 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:

- Topic specific workshops, including financial literacy
- Grant aid to qualified students
- One-on-one advising, including registration and scheduling with SSS staff
- Transfer advising
- Trips to the state universities (Iowa State University, University of Northern Iowa and University of Iowa)
- Cultural engagement activities.

Eligibility for TRIO SSS is determined by federal regulations. To qualify, you must be a full-time ECC 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

To be considered for TRIO SSS, students must fill out an application form, available in the Hub or on the TRIO SSS page of the College website. Because this is a federally-funded program, spaces are limited. Program availability is contingent upon federal grant approval.

### **Veterans Information**

Information concerning veterans' benefits may be obtained from ECC's School Certifying Official, Megan Richtsmeier, at 641-648-8507. Students receiving VA Educational Benefits must complete the application process with the VA School Certifying Official at ECC.

*Section 103B of the Veterans Benefits and Transition Act of 2018 (PL 115-407)*

For purposes of this policy, a covered individual is any individual who is entitled to VA educational assistance under Chapter 31 or 33.

Ellsworth Community College will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment to be provided by the Secretary under Chapter 31 or 33.

- Ellsworth Community College may require a covered individual to take the following additional actions: Submit a certificate of eligibility for entitlement to educational assistance not later than the first day of a course of education for which the individual has indicated the individual wishes to use the individual's entitlement to educational assistance.
- Submit a written request to use such entitlement.
- Provide additional information necessary to the proper certification of enrollment by the educational institution.

### **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. The IVRS office is in the lower level of Kruse Main Hall just east of the Hub.

## **Student Engagement (Activities & Organizations)**

There are numerous opportunities to become engaged as a student at ECC. Leadership experiences are available for all those who want to get involved, be entertained, and help contribute to ECC's campus life. Students wishing to start a new organization or activity should contact the Student Engagement/Athletics Coordinator.

## **Athletics**

Opportunity is offered for participation by both men and women in intercollegiate basketball; for men in baseball, football and wrestling; and for women in 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, contact Nate Forsyth, Director of Athletics & Student Life, in the Dale Howard Center.

A student participating in intercollegiate athletics is required to have a physical examination and file a health history report prior to enrollment. Student-athletes are also required to provide proof of health insurance coverage to compete.

## **Clubs & Organizations**

Several campus clubs and organizations offer leadership opportunities and social activities, including Ag Science Club, Art Club, Business Professionals of America, Cheer/Dance, Horse Judging Team, Intercollegiate Horse Show Association, International Student Club, Nursing Club, Panther Service Projects, Phi Theta Kappa, Social/Behavioral Science Club, Sports Shooting, STEM Club, and Student Senate.

## **Convocations**

Speakers, musical performances, and other events of interest and value to students are presented throughout the year. On an as-needed basis, morning classes at ECC may be shortened to 45 minutes, allowing for a 45-minute session for convocations, special events and activities. All students will be expected to be in attendance, unless otherwise notified. The revised class schedule will be published when special events have been scheduled and announced.

8:00 - 8:45 am	8:00 am classes meet
8:50 - 9:35 am	9:00 am classes meet
9:40 - 10:25 am	10:00 am classes meet
10:30 - 11:15 am	Special Event/Convocation
11:20 am - 12:05 pm	11:00 am classes meet
12:10 pm	Noon classes begin
Afternoon classes	Regular schedule

Requests for scheduling convocations, special events, and activities are to be brought to the attention of the Provost for authorization before class schedules are modified.

## **Intramurals**

ECC offers a broad program of intramural sports, including flag football, volleyball, dodgeball, and other programs are offered when interest is shown. If interested, speak with the Student Engagement/Athletics Coordinator.

## **Phi Theta Kappa, Alpha Iota Omega Chapter**

Alpha Iota Omega is a chapter of Phi Theta Kappa, the international honor society for two-year colleges. Membership is by invitation only, based on academic achievement. Induction ceremonies are held twice a year. Current ECC chapter criteria include a minimum of 12 academic credits with a cumulative GPA of 3.25

in a degree-seeking program. To remain active members, students must maintain a cumulative GPA of at least 3.0. For more information, see the College catalog or contact the Dean of Academic Affairs.

### **Spirit Squad**

The Spirit Squad consists of a cheer team, dance team and mascot that perform at home football and basketball games; tryouts are held in the fall and spring.

### **Student Ambassadors**

Student Ambassadors serve as representatives for Ellsworth Community College. Ambassadors are chosen through an application process and receive a scholarship for the year. They serve as hosts at College functions such as Family Day, Homecoming and Career Days. They are also asked to serve as guides for campus tours, do some public speaking, participate in promotional events, and promote Ellsworth to prospective students. Contact the Admissions Office for more information.

### **Student Senate**

The Student Senate is the voice of the student body and operates under an officially adopted constitution. All students are welcome to apply to be members of the Senate. The purpose of the Senate is to provide a clearinghouse for students' plans, ideas, and sentiments; give the students a larger representative voice in the affairs of the College; and foster a responsible organization through which students and faculty may be brought together in mutual and helpful cooperation. Student Senate members may receive an hourly wage for duties fulfilled. Contact the Student Engagement/Athletics Coordinator for more information.