This handbook is provided for informational purposes only. It is not a contract. If there is any conflict between the provisions of this handbook and any other applicable college policy, procedure or agreement, this handbook will not apply. The college reserves the right to change policies or procedures or the terms of this handbook at any time and without notice to students or others.
Iowa Lakes Community College has an Identity Theft Prevention/Red Flag policy to minimize Identity Theft opportunities. Iowa Lakes Community College works diligently to protect your personal information.

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Board of Trustees
Jan Lund .................................................. President
Pat Kibbie ................................................. Vice President
Jane Nolan Goeken ........................... Member
Robert Jennings ................................ Member

President’s Cabinet
Valerie Newhouse ........................................ President
Tom Brotherton ........................................ Executive Dean of Emmetsburg Campus
Jane Campbell ........................................ Executive Director of Marketing
Delain Hiney ........................................... Executive Director of Facilities Management
Robert Leifeld ........................................... Vice President of Administration
Kathy Muller .............................................. Executive Director of Human Resources
Jolene Rogers ....................................... Executive Director of Community and Business Relations
Jeff Soper ............................................. Executive Dean of Estherville Campus
Julie Williams ....................................... Executive Dean of Students

Supervisory Team
Trudy Ahrens ........................................ TRIO-SSS/Talent Search Project Director
Randy Beernink ........................................ Director of Computer Center
Dawn Bernhard .................................... Director R.S.V.P.
Tony Condon ........................................ Foundations Manager
Tom Cutsinger ....................................... Dining Services Supervisor
Jeremiah DePyper ................................... Director of Technology
Mary Faber ........................................... Director of Spencer Campus, Supervisor of Spirit Lake Campus
Rhonda Frambach .............................. Administrative Assistant
Barb Grandstaff .................................... Director of Registration and Records
Kari Hampe ........................................ Director of High School Partnerships
Karen Howard ....................................... Administrative Assistant
Annie Kalous .......................................... Director of Admissions
Deb Knight .......................................... Assistant to the Auxiliary Services Director
Bill Lapczenski .................................. Director of Auxiliary Services/Student Services
Troy Larson ....................................... Athletics Director
Kendra Lindloff .................................. Director of Nursing
Dan Lutat ............................................ Director of Sustainable Energy Resources & Technologies
Greg McDonald .................................... Manager of Buildings and Grounds
Steve Olerich ...................................... Dining Services Supervisor
Matthew Pannkuk ................................ Director of Library Services
Steve Pelzer .......................................... Director of Financial Aid
Laurie Schmidt ................................... Developmental Studies
Heidi Skattebo ..................................... Business Manager
Molly Struve ........................................ Success Center
Doug Sutton ....................................... Campus Stores Coordinator
Jack Vedder .......................................... Manager of Buildings and Grounds
Theresa Waechter ................................ Algonia Campus Supervisor / Advisor
Michael Wampler ................................ Northwest Iowa Small Business Development Center Regional Director
Lisa Washington ................................ Adult Education & Literacy Programmer
Neal Williamsen ................................ Director of Agricultural Technology

This document will be reviewed and revised periodically. The terms executive dean, campus dean or dean whenever used herein, will mean executive dean, campus dean, dean, director, supervisor or any staff member designated by the executive dean, campus dean or dean to act on his/her behalf.
2017-2018 Calendar

Fall Semester 2017
August 11, 14, 15, 16 Official Registration Days (for those not previously registered)
August 16 Faculty Return
August 17 Offices closed until 1:00 p.m. for fall staff inservice
August 21 Orientation for Freshmen
August 22 All Classes Begin, Day and Evening
September 4 Holiday, No Classes, Offices Closed
October 13 No Classes, Offices Open
November 22 No Classes, Offices Open
November 23, 24 Holiday, No Classes, Offices Closed
December 7 – 13 (weather make-up on 14th) Final Exams (Begin 4:30 p.m. on December 7)
December 15 Last Day of Semester
December 25 – January 1 All College Offices Closed

Spring Semester 2018
January 2 – 9 No Classes, Offices Open
January 4, 5, 8, 9 Official Registration Days (for those not previously registered)
January 9 Faculty Return
January 10 First Day of Classes
January 15 Holiday, No Classes, Offices Closed
February 16 No Classes, Employee Inservice
March 12 – 16 Spring Break, Offices Open
March 30 Holiday, No Classes, Offices Closed
April 2 No Classes, Offices Open
May 7–10 Final Exams
May 11 Last Day of Semester/Commencement

Summer Semester 2018
Vocational/Technical/Career Option
Schedule will vary by program and will be published by the Dean’s Offices.
May 28 Holiday, No Classes, Offices Closed
July 4 Holiday, No Classes, Offices Closed

First Arts & Sciences Summer Session
May 17, 18 Official Registration Day (for those not previously registered)
May 21 First Day of Classes
May 28 Holiday, No Classes, Offices Closed
June 21 Last Day of First Session

Second Arts & Sciences Summer Session
June 22, 25 Official Registration Days (for those not previously registered)
June 26 First Day of Classes
July 4 Holiday, No Classes, Offices Closed
July 27 Last Day of Second Session
July 27 Summer Commencement
## Where to Find It/Locations

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<td>Emmetsburg: Room 553</td>
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<td>Emmetsburg: Room 240</td>
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<td>Degrees and Diplomas</td>
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<td>Graduation</td>
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<td>EEO/AA Officer/Title IX Office</td>
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Iowa Lakes Community College is accredited as an institution by the Higher Learning Commission of the North Central Association of Colleges and Schools, 30 North LaSalle Street, Suite 2400, Chicago, Illinois.

In 1975, Iowa Lakes Community College was granted accreditation by the North Central Association of Colleges and Schools (now known as the Higher Learning Commission or HLC). Iowa Lakes is accredited by the Iowa Department of Education. State accreditation cycles are coordinated with HLC cycles.

The college is an institutional member of the American Association of Community Colleges. Programs are approved for veteran’s education and by the U.S. Justice Department, the Federal Aviation Administration, and the Iowa Board of Nursing. Some academic programs have also sought and received additional accreditations. Program Web pages provide details of these program-level accreditations.
Welcome to Iowa Lakes Community College! We are here to help you reach your goals. This handbook explains many procedures and policies of the college. If you are unable to find what you need, please ask at the business office.

COLLEGE/STUDENT RESPONSIBILITIES

COLLEGE RESPONSIBILITIES TO STUDENTS – Iowa Lakes exists for the success of our students. The college attempts to provide for all students an environment that is conducive to academic endeavor, social growth and individual self-discipline. The faculty and staff seek to achieve this goal through a sound educational program and policies governing individual conduct which encourage independence and maturity. The college community has a responsibility to provide for its members those privileges, opportunities and protections which best promote the learning process. In order to achieve this goal, all members of the college community must be aware and respectful of the rights of others.

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

STUDENT RESPONSIBILITIES – The college expects students attending Iowa Lakes to pursue their studies in a serious manner. Students should attempt to obtain maximum benefit from all instructional opportunities and college resources.

STUDENT RESPONSIBILITY FOR COLLEGE INFORMATION
Each student is responsible for information appearing in the catalog, student handbook and other college publications. Failure to read the regulations and other information will not be considered an excuse for noncompliance. Catalog information is available on the Iowa Lakes Community College website.

The college reserves the right to change policies or to revise curricula as necessary due to unanticipated circumstances. Program or course availability may be affected by enrollments, funding, or instructor availability.

If a student feels that extenuating circumstances might justify the waiver of a particular college policy, procedure, or regulation, a petition may be filed according to established procedures. Contact the director of records and registration for information.

Each student’s assigned college e-mail address will be used for all official college business.

RESIDENCY FOR ADMISSION, TUITION AND FEE PURPOSES
The comprehensive programming of the College is intended to offer quality educational opportunities to all people.

While a high-school diploma or equivalency is highly desirable, it is not mandatory to attend.

No student will be excluded because of gender, race, national origin, creed, age, marital status, disability, genetic information or any other characteristics protected by applicable law in its educational programs, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments, Section 504 of the Federal Rehabilitation Act of 1973, and Americans with Disabilities Act of 1990.
General
A person who has been admitted to an Iowa community college shall be classified as a resident or as a non-resident for admission, tuition, and fee purposes. A person classified as a resident shall pay resident tuition costs. A person classified as a non-resident shall pay a non-resident tuition cost. Tuition rates are established by a community college’s board of trustees.

A. Resident Tuition: Tuition for residents may not exceed the lowest tuition rate per semester, or the equivalent, charged by an institution of higher education under the state board of regents for a full-time student. For students of high school age enrolled in a course through a contractual agreement with a school district, the limit on resident tuition shall not apply and the amount of tuition shall be determined by the board of trustees of the community college with the consent of the school board.

B. Non-Resident Tuition: Tuition for non-residents shall not be less than the marginal cost of instruction of a student attending the college.
   1. A separate non-resident tuition rate for international students is permissible, provided the rate is reasonable and reflects the cost of appropriate services.
   2. A lower tuition for non-residents is permitted under a reciprocal tuition agreement between a community college and an educational institution in another state, if the agreement is approved by the director of the Iowa Department of Education.
   3. Other non-resident tuition rates may be established for specific purposes provided the tuition is greater than the resident tuition rate and not less than the marginal cost of instruction and the arrangement is approved by the director of the Iowa Department of Education.

C. Online Consortia: A separate tuition rate for residents and non-residents is permitted under a consortium agreement for distance education coursework between Iowa community colleges, if the agreement is approved by the director of the Iowa Department of Education and tuition is not less than the marginal cost of instruction for non-resident students and does not exceed the lowest tuition rate charged by an institution under the state board of regents for resident students. Additionally, tuition shall not be less than the lowest resident rate or higher than the highest non-resident rate of institutions within the consortium.

D. Non-Credit Courses: Persons who register for non-credit continuing education courses shall be charged course fees determined by course costs and market demand.

A community college shall inform all students about residency status determination, the appeal process, and tuition policies. Information shall be included in appropriate publications such as the college’s catalog, registration materials, website, and student handbook. All tuition rates shall be reported to the Iowa Department of Education annually.

Determination of Residency Status
In determining a community college resident or non-resident classification, the primary determination is the reason a person is in the state of Iowa. The second determination will be the length of time a person has resided in Iowa. If a person is in the state primarily for educational purposes, that person will be considered a non-resident. The burden of establishing the reason a person is in Iowa for other than educational purposes rests with the student.

A. The registrar or official designated community college office may require written documents, affidavits, or other related evidence deemed necessary to determine why a student is in Iowa. The burden of proof is upon the student.

A student will be required to file at least two documents to determine his/her residency status. No two documents may come from the same source. The following are examples of acceptable documentation.

1. Written and notarized documentation from an employer that the student is employed in Iowa or a signed and notarized statement from the student describing employment and sources of support.
2. Iowa state income tax return.
3. An Iowa driver’s license.
4. An Iowa vehicle registration card.
5. An Iowa voter registration card.
6. Proof of Iowa Homestead credit on property taxes.

In all events to be determined a resident of Iowa, the individual must document residing in the state of Iowa for at least 90 days prior to the beginning of the term for which he/she is enrolling.

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

C. These regulations shall be administered by the registrar or office staff designated by the community college. Resident and non-resident tuition rates shall be printed and available in the catalog or another major college publication.

Residency of Minor Students

The domicile of a minor shall follow that of the parent with whom the minor resides except where emancipation of said minor can be proven. The word “parent” herein used shall include legal guardian or others in cases where the lawful custody of a minor has been awarded to persons other than actual parents.

A minor living with a resident of Iowa who is legally responsible for the minor shall be granted resident status if the minor has lived with the Iowa resident for at least 90 days immediately prior to enrollment.

The residency status of an emancipated minor shall be based upon the same qualifications established for a person having attained majority.

Residency of Students Who Are Not Citizens of the United States

A. A person who is a refugee or who is granted asylum by an appropriate agency of the United States must provide proof of certification of refugee or asylum grantee status. A person may be accorded resident status for admission and tuition purposes when the person comes directly, or within a reasonable time, to the state of Iowa from a refugee facility or port of debarkation and has not established domicile in another state.

B. A person, who has immigrant status, and his or her spouse or dependents, may establish Iowa residency in the same manner as a United States citizen.

C. A person who has non-immigrant status and who holds a non-student visa, and his or her spouse or dependents, may establish residency in the same manner as a United States citizen. An alien who has non-immigrant status and whose primary purpose for being in Iowa is educational is classified as non-resident. A “student visa” is prima facie evidence of non-residency (i.e., in a rare case, a student holding the visa could overcome the presumption of non-residency).

D. A person who is a resident of an Iowa sister state may be classified as a resident or non-resident, per rules adopted by the college’s board of directors.

Residency of Federal Personnel and Dependents

A person, or his/her spouse or dependent child, who has moved into the state of Iowa as the result of military or civil orders from the federal government, and the minor children of such persons, are entitled to immediate Iowa residency status.

Veteran’s Exemption

A veteran of military service or National Guard, or his/her spouse or dependent child shall be classified as a resident if the veteran is domiciled in Iowa and one of the following conditions is met:

1. The veteran has separated from a U.S. military force with an honorable discharge or a general discharge, is eligible for benefits, or has exhausted benefits, under the federal Post-9/11 Veterans Educational Assistance Act of 2008 or any other federal authorizing veteran educational benefits program.

2. The individual is an active duty military person, or activated or temporarily mobilized National Guard member.

To be eligible for the exemption, a dependent child must be claimed as a dependent on an eligible veteran’s internal revenue service tax filing for the previous year.
Reclassification of Residency Status
It is the responsibility of a student to request a reclassification of residency status. If a student is reclassified as a resident for tuition purposes, such classification shall be effective beginning with the next term for which the student enrolls. In no case shall reclassification to residency status be made retroactive for tuition and fee purposes, even though the student could have previously qualified for residency status had the student applied.

Appeal
The decision on the residency status of a student for admission, tuition, and fee purposes may be appealed to the Iowa Lakes Community College Academic Appeals Committee. The findings of the review committee may be appealed to the community college board, whose decision shall be a final administrative decision.

Effective Date
This policy is effective beginning with the 2014-2015 academic year.

LEGAL REFERENCE (Code of Iowa): Chapter 260C.14 (2)
RELATED ADMINISTRATIVE RULES AND REGULATIONS:

ACADEMIC INFORMATION

To Access Instructions For The Following Information:

Please see www.iowalakes.edu/technology_center/technology-training.

Go to the Related Documents on the right navigation column to find the following:

- How to Logon (to College Computer Network)
- My Iowa Lakes (College portal)
- Email (access email, remote email, email to mobile device, etc.)
- Academic Profile (grades, transcripts, academic evaluation, class schedule, profile)
- Canvas Online classes and eCompanion
- New to Online? Canvas Online Classes and eCompanion
- Tutorial for Canvas Online Classes and eCompanion
- Tech Support – Canvas Online Classes and eCompanion
- Network Storage Drives (Iowa Lakes ‘H’ and ‘S’ drives)
- Change Password (Iowa Lakes system)

All users of the Iowa Lakes network have a user name and a password. The standard user name is your full last name followed by the first initial of your first name. New students may also have 4 digits at the end of their user name. (Example: John Smith – smithj1234)

PLEASE NOTE: Your network user name will be the same as your My Iowa Lakes (campus portal) user name. If your Iowa Lakes network user name has numbers after your name, your My Iowa Lakes user name will also have numbers.

You will need to remember your password.
We cannot recover it for you!
Iowa Lakes Portal Tools to Access your Student Academic Record

Grades: Access grades through this link. Grades are made available to students only through WebAdvisor. Students who would like grades mailed must make that request to the records office each academic term.

Transcript: Allows the student to view his/her college transcript.

Program Evaluation: Allows the student to produce a degree audit indicating courses needed to complete their chosen academic program. This tool should be utilized when compiling a course schedule.

My Class Schedule: View and confirm your class schedule or confirm adds/drops have been processed for a term.

My Profile: Provides personal address, phone number and email contacts on file with the college. Notify the business office with any updates to your profile.

Test Summary: View any test scores on your record that you have taken at, or submitted to the college. (Example; ACT, Asset, Compass, Accuplacer)

If you are enrolled at the following Iowa Lakes Campuses: Algona, Spirit Lake, you must order books from the Iowa Lakes Campus Store if you want them delivered to your campus. You will need a list of your courses with section numbers. This list, as well as the campus where you want to pick up your books, should be sent to the Campus Store – you can e-mail this information at bookstore@iowalakes.edu

Grades will be mailed to you only if you notify the records office by the last date of the term.

Class Attendance
To help ensure academic success, students are expected to attend all class meetings for the courses in which they have enrolled. Any absence, regardless of the reason, results in the loss of instruction and interferes with the learning process. Absence does not lessen the student’s responsibility for meeting the requirements of any course and it is the student’s responsibility to complete the work missed. The specific attendance and make-up policies of each instructor are contained in course orientation information and/or course syllabus. Students are expected to complete all class assignments and examinations on time. When a student anticipates missing a test or a class, a telephone call in advance to the instructor may save a great deal of difficulty later.

Recording Classes
a. Audio Recordings
A student may audio record a class only with the instructor’s expressed permission. Under no circumstances shall an audio recording, or any portion thereof, be duplicated, transmitted, or provided, in either whole or part, to another individual or entity. The instructor has the discretion to impose additional conditions on the use of an audio recording, including, but not limited to, a requirement that the audio recording be deleted or returned to the instructor after a reasonable amount of time.

b. Video Recordings
A student may video record a class only with the instructor’s expressed written permission. Under no circumstances shall a video recording, or any portion thereof, be duplicated, transmitted, or furnished, in either whole or part, to another individual or entity. The instructor has the discretion to impose additional conditions on the use of a video recording, including, but not limited to, a requirement that the video recording be deleted or returned to the instructor after a reasonable amount of time.

c. Storing, Transmitting, or Downloading Recording to Internet
In no event shall a student store, transmit, or download an audio or video recording, or any portion thereof, to the Internet or any service thereof, including, but not limited to, YouTube or iTunes or any other website, whether public or private.
d. Reasonable Accommodations
The foregoing policies shall apply to a student with a reasonable accommodation to record a class to the extent that the policies are not inconsistent with the student’s reasonable accommodation to record a class.

e. Notification to Students
The instructor is encouraged to advise students that the class is being audio or video recorded. At the instructor’s discretion, the instructor may require students to sign an acknowledgement of this policy during the beginning of the semester. A sample acknowledgement form appears in paragraph (g) below.

f. Disciplinary Action
Any infraction of this policy may result in disciplinary action against the student.

g. Sample Acknowledgement Form
“I understand that I may audio record a class only with the instructor’s expressed permission and that I may video record a class only with the instructor’s written expressed permission. I acknowledge that the audio or video recording (i) cannot be duplicated, transmitted, or provided, in either whole or part, to another individual or entity; (ii) cannot be stored, transmitted, or downloaded, in either whole or part, on or to the Internet or any service thereof, including, but not limited to, YouTube or iTunes or any other website, whether public or private; and (iii) must be deleted or returned to the instructor after a reasonable amount of time. I understand that a violation of this policy may subject me to disciplinary action.”

Academic Honors
The dean’s honors list is published each term which includes names of those full-time students (12 or more graded credits) who have earned a grade point average of 3.25 to 3.99. Students with a 4.00 grade point average are placed on the college president’s honors list. The lists are released to area news media.

THREE CLASSES OF RECOGNITION ARE INDICATED:
- Cum laude 3.25-3.49
- Magna cum laude 3.50-3.74
- Summa cum laude 3.75-4.00
Graduation honors are also posted on the academic record based on the final cumulative g.p.a.

Academic Probation and Retention
Iowa Lakes Community College provides assistance to students to help them to succeed academically. The purpose of academic probation at Iowa Lakes is to indicate the need for special or individualized help for the student who has academic difficulty. The college is concerned when a student has problems and faculty and staff are available to provide assistance. Academic probation is somewhat different from financial aid probation, which can be found in the financial aid section of this handbook.

Academic Probation Statuses
A status of Probation means that the student and advisor must meet to determine what course of action will lead to success during the next enrollment period. Strict probation means that the student may continue enrollment only with a written contract for performance; failure to meet the terms of the contract results in immediate suspension from classes. Participation in Strategies for Academic Success (or an alternative assignment approved by the facilitator) is usually required of students on strict probation, except during the summer term. Suspension means that a student is prohibited from attending classes and is dropped from all courses. A suspension is for a full semester; a second suspension is for a year. A semester is counted if the student is enrolled for six or more credits.

After the first semester in college, a new freshman will be placed on probation if the GPA is less than 1.50. The student will be placed on strict probation if the GPA is less than 0.80.

After more than one semester in college, a student will be placed on probation if the cumulative GPA is less than 2.00. A student with more than one semester in college will be placed on strict probation if the cumulative GPA remains less than 2.00 or if the term GPA is less than 1.00 and the cumulative GPA drops below 2.00.
A student on **strict probation** will be suspended if the term GPA is less than 2.00.

A student on **probation** or **strict probation** may continue enrollment if the term GPA is 2.00 or better, even if the cumulative GPA does not reach 2.00.

A student who earns a cumulative GPA of 2.00 or better will be returned to academic good standing. The Academic Review Committee will review records of students on continued probation and may revise status based on further information such as absences, excessive number of ‘I’, ‘Q’ or ‘W’ grades, etc. Transfer students will be placed on probation if a similar record at Iowa Lakes would result in a probationary status.

**FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS STANDARDS - IOWA LAKES COMMUNITY COLLEGE**

**General Information**
The U.S. Department of Education requires each institution to establish and consistently apply standards of reasonable academic progress to all students who want to establish or maintain financial aid eligibility. This federal requirement indicates that students must maintain satisfactory progress toward their degree objectives in order to receive financial aid. Iowa Lakes Community College has established their standards, which are based on qualitative and quantitative measures. They require students to:

1. Maintain a minimum cumulative grade point average at the completion of each term.
2. Maintain a specific cumulative number of hours earned at the end of each term.
3. Achieve their program completion within 150% of the published length of the program in credit hours attempted:

   **Maximum Time Frame Requirement:**
   You will not be eligible to receive financial aid once you have attempted more than 150% of the normal credits required for your degree or diploma program or once it becomes clear that you cannot mathematically finish the program within the 150% maximum time frame. (For example; programs requiring 60 credit hours for graduation, 90 credit hours would be the 150% program maximum.) All attempted hours are counted, including transfer hours, whether or not financial aid was received or the course work was successfully completed. Standards are established as minimum requirements for students who receive financial aid from any federal, state and institutional programs administered by Iowa Lakes Community College.

**Transfer Student Eligibility**
You will not be eligible for federal financial aid if you have over $5,500 in subsidized and/or unsubsidized direct loans verified on NSLDS and you have not completed and passed, with an A, B, C, or D, at least 6 credits from your prior institution(s).

**Disbursements**
Grants and scholarships are credited to a student’s account at the beginning of each term. Remaining funds from grants and scholarships are issued in check form at the end of the second week. **Grants and loans for late start classes will not be disbursed until the class has begun and attendance has been reported.** This means that if you have a course (or courses) that starts in the middle of the term your disbursements may be affected. Loan funds will be disbursed only after classes have begun and attendance has been reported for at least 6 credit hours. First time DirectLoan borrowers at Iowa Lakes Community College are subject to a 30 day delay in disbursement.

**Making Progress Toward a Degree**
Students must maintain a minimum 1.75 cumulative G.P.A. at the end of the first term of enrollment. Each subsequent term after the first, students will be required to maintain a 2.0 cumulative G.P.A.

The student must successfully complete 67% of their attempted credit hours. Successful completion of courses are defined as receiving a grade of A,B,C,D or P. Courses receiving grades of F,I,W,K,Z or
Q are not counted as completed grades. Credit for repeated courses will be counted as attempted credits each time the course is repeated. Credits for repeated courses will be counted as completed credits only once and only if the last grade is a passing grade. If a student has been granted a New Start, the credits prior will be counted as attempted but not completed. For a student who changes programs or majors, the grades will count in the GPA and the credits will be counted as attempted and completed (if a passing grade was received).

Students must complete their program requirements within a time frame equivalent to 150% of their program length and/or credit hours required for graduation purposes. For any programs that are less than one year in length, the 150% rule is not in effect. The maximum time frame is calculated individually for each of these programs.

Transfer credits attributable to the student’s degree will be evaluated to determine the student’s Satisfactory Progress status.

Any grade changes will lead to a new Satisfactory Academic Progress (SAP) calculation. This may result in a new SAP status.

**Satisfactory Academic Progress-Warning Status**

Students are placed in a warning status the first time they do not meet the minimum cumulative grade point average and/or cumulative hours earned requirement. During the warning term, students remain eligible to receive financial aid. To remain eligible to receive financial aid in future terms the student must, during the warning term, be able to reach Satisfactory Academic Progress (SAP) by the end of the term.

**Satisfactory Academic Progress-Ineligible Status**

Students are declared ineligible for financial aid if they:
1. Do not meet the warning status requirements as listed above.
2. Do not achieve their program objectives within 150% of the published time frame of the academic program as measured in credit hours.
3. Complete the semester with letter grades of “F”, “I” and/or “W”.
4. Complete the semester with a G.P.A. of 0.0.
5. Completing 0.0% of their attempted credit hours.
6. Did not complete the terms of his/her academic plan.

**Regaining Eligibility**

1. Students may earn the necessary grade point average or semester hours while not receiving financial aid (enrolled at their own expense).
2. Students may submit written appeals documenting extenuating circumstances that prevented them from meeting the standards.

Appeals should be submitted to the Financial Aid Office. An academic plan must accompany the written appeal and be signed by an advisor. The academic plan can be found on the Iowa Lakes Community College website under Financial Aid – Satisfactory Academic Progress standards. Decisions on appeals will be made and the decision will be communicated to the student within 15 working days of receipt of the appeal. When appeals are approved, students are given specific requirements to meet. Students who do not have appeals approved are declared ineligible for financial aid. If an appeal is granted, the student will be placed on either Probation or an Academic Plan.

**Misuse of Student Financial Aid Funds**

Disbursement of financial aid funds may be delayed or denied for students suspected of fraudulent activity or misuse of federal, state or institutional funds.

**Please Note:** Iowa Lakes Community College reserves the right to request and review official transcripts from prior institution(s) that you have attended to determine if you are meeting SAP.

**Monitoring of Academic Progress**

The academic progress of all students is reviewed at the end of each team and students will be notified of any status changes.
WITHDRAWING FROM COLLEGE

If a student completely withdraws from school during the semester or stops attending, but fails to officially withdraw, the student may be required to return the unearned Title IV aid received to help pay educational expense. The amount returned may be owed to Iowa Lakes Community College or the appropriate Title IV program(s).

Please refer to the calendar or go online www.iowalakes.edu/registars_office/academic_calendar/ for specific dates. It is the student’s responsibility to initiate a formal drop. After the first week of classes, a “W” grade will be assigned for each course. Students who receive financial aid must complete a financial aid exit interview, and may be responsible for repaying financial aid proceeds. (See Refund of Tuition – Federal Financial Aid/Title IV Funds.) The date the institution determines that the student withdrew varies depending on the type of withdrawal. For example, if a student initiates the “official withdrawal” process or provides notification to the institution of their intent to withdraw, the date the institution determines that the student withdrew would be the date the student began the official withdrawal process or the date the student notified the institution, whichever is first. A student may officially withdraw from classes by contacting the Records Department and expressing the desire to withdraw from all classes. If a student did not begin the official withdrawal process or provide notification of his or her intent to withdraw, an “unofficial withdrawal” occurs and the institution establishes the withdrawal date as either the midpoint of the semester or the last date of attendance at an academically-related activity.

If the student receives a failing grade (F or Q), Iowa Lakes Community College will use the reported last day of attendance (required when entering a failing grade) to determine if the failing grade was earned or if the student actually unofficially withdrew from the class.

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

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

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

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

If a student is determined to be in an “overpayment” status due to a return of federal funds, Iowa Lakes Community College will notify the student of the overpayment. Iowa Lakes Community College may, after a 45 day period, turn the debt created by the overpayment over to Debt Resolution Services and NSLDS.

GRANT OVERPAYMENTS

The applicable regulations limit the amount of grant funds a student must repay to one-half of the grant funds the student received or could have received during the applicable period. Moreover, repayment terms for students who owe Title IV grant overpayments were established to ensure that students who could not immediately repay their debt in full had the opportunity to continue their
eligibility for Title IV funds. Students who owe overpayments as a result of withdrawals initially will retain their eligibility for Title IV funds for a maximum of 45 days from the earlier of:

- the date the school sends the student notice of the overpayment, or
- the date the school was required to notify the student of the overpayment.

Within 30 days of determining that a student who withdrew must repay all or part of a Title IV grant, a school must notify the student that he or she must repay the overpayment or make satisfactory arrangements to repay it. In its notification, a school must inform the student of the following five items:

1. The student owes an overpayment of Title IV funds.
2. The student’s eligibility for additional Title IV funds will end if the student fails to take positive action by the 45th day following the date the school sent or was required to send notification to the student.
3. There are three positive actions a student can take to extend his or her eligibility for Title IV funds beyond 45 days:
   a) The student may repay the overpayment in full to the school. Note: Two years is the maximum time a school may allow for repayment.
   b) The student may sign a repayment agreement with the school.
   c) The student may sign a repayment agreement with the Department. If the student takes no positive action during the 45-day period, the school should report the overpayment immediately to NSLDS on the NSLDS Professional Access website under the AID tab, “Overpayment List” menu option after the 45-day period has elapsed. (Because making this change in the NSLDS system is a simple process, we expect an institution will complete making the change within a few days of the end of the 45-day period.)
4. If the student fails to take one of the positive actions during the 45-day period, the student’s overpayment immediately must be reported to the NSLDS and referred to the Debt Resolution Services for collection.
5. The student should contact the school to discuss his or her options.

A student who does not take positive action during the 45-day period becomes ineligible for Title IV funds on the 46th day from the earlier of (1) the date the school sends a notification to the student of the overpayment; or (2) the date the school was required to notify the student of the overpayment. The student will remain ineligible until the student enters into a satisfactory repayment agreement with the Department. An overpayment resulting from a student’s withdrawal remains an overpayment until it is repaid in full. Though a student may regain Title IV eligibility by negotiating and satisfying the requirements of a satisfactory repayment arrangement, the information on the student’s NSLDS account will continue to reflect the status of the overpayment until the debt is repaid in full.

**REFUND OF TUITION**

Refund of Tuition (When there is NO Federal Financial Aid Resources): In the event a student withdraws from a course, the student will receive a refund based on the dates of the courses enrolled. Refunds are calculated on the total tuition and fees paid. If a student received Federal Financial Aid, please read the next section. (Please refer to the class schedule book for specific dates.)

**Refund Schedule**

<table>
<thead>
<tr>
<th>Normal/Full-length semester classes</th>
<th>8 week classes</th>
<th>Less than 8 weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>First ten class days of semester:</td>
<td>First five class days of semester:</td>
<td>First day of class:</td>
</tr>
<tr>
<td>100% refund</td>
<td>100% refund</td>
<td>100% refund</td>
</tr>
<tr>
<td>After day 10: no refund</td>
<td>After day 5: no refund</td>
<td>After day 1: no refund</td>
</tr>
</tbody>
</table>

ECollege/online courses, Ed2Go/Gatlin Education and other special course schedules differ; beginning dates and refund dates vary. Compressed course drops are cancelled with refund only before second class meeting starts. No partial refunds are granted on compressed courses. A student who registers...
but later is unable to attend must notify the college before the last date to cancel the course(s) or program to avoid charges and/or grades. Some exceptions may apply.

**Refund of Tuition (Federal Financial Aid/Title IV Funds):** Refunds of tuition will be calculated based on the refund policy. The student's account balance may be affected by the financial aid adjustment that occurs after the Return to Title IV calculation. “Return to Title IV Funds” (Federal Financial Aid) formula dictates the amount of Federal Financial Aid that must be returned to the government by the student. This formula is applicable to any student receiving any type of federal aid other than Federal Work Study if that student withdraws before the 60% completion point of the semester. If funds are released to a student or their account, the student may be required to repay some of the federal grants and loans. Generally the law states (section 485 of the Higher Education Amendments of 1998—P.L./105-244) that the amount of assistance the student has received is determined on a prorated basis, in relationship to the specific term and the amount of the term completed. Students need to contact the Financial Aid Office for an exit interview and to verify the accuracy of their calculation. (See “Withdrawing from College” for related information.)

Students who receive Title IV financial aid (Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, and Federal Direct loans) are subject to federal return of Title IV funds statutes. These regulations apply to recipients of Title IV financial aid who completely withdraw from college or who stop attending all classes during the enrollment period. The College must determine the amount of Title IV financial aid the student earned and return the unearned aid to the respective federal financial aid programs. Unearned aid will be returned to the federal programs in the following order: Loans (Federal Unsubsidized Loans, Federal Subsidized Loans, and Federal PLUS Loans), Grants (Federal Pell Grant and Federal Supplemental Educational Opportunity Grant), and then other Title IV funds. The College must return the funds as soon as possible but must do so no later than 45 days after the College determines the withdrawal date or last date of attendance. Up to the 60% point in the period of enrollment, a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive. For a student who withdraws after the 60% point in time, there are no unearned funds.

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

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

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

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

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

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

For Your Information
If you have questions, please call the Iowa Lakes Financial Aid Office.
  712  852-3554  Emmetsburg
  800  242-5108  Emmetsburg

Iowa Lakes Community College does not discriminate in its educational programs and activities on the basis of race, national origin, color, religion, sex, age or disability.

These standards may be subject to change pending Federal Legislation.

‘New Start’ Program Available
Iowa Lakes Community College offers a “New Start” program for students a) who change programs of study after receiving unsatisfactory grades in a previous program at Iowa Lakes Community College; or b) who re-enroll at the college in the same program after an absence of at least two years.

It allows the student to begin a new cumulative grade point average from the beginning of the reenrollment or from the beginning of the new program. A change to a new program of study is defined as a change in declared major program, such as changing from arts and sciences to a vocational program, or changing from one vocational program to another vocational program.

A “New Start” means that all academic work completed prior to the designated “New Start” term will appear on the academic record but will not be considered for use in the cumulative grade point average.

The “New Start” is a one time only option. If a student experiences difficulty in the new program, the student may not apply for a second “New Start”. No grades are removed from the transcript by this program. Passing grades of ‘C’ or better earned prior to the “New Start” for courses which apply to the new program may be used in meeting graduation requirements but will not be calculated in the student’s cumulative grade point average.

Since this program applies to Iowa Lakes Community College only, it will generally not affect decisions made by transfer institutions or grantors of financial aid. Such agencies will likely consider the student’s complete academic record, not just the “New Start”.

A “New Start” petition must be filed in the records office before or during the first term of enrollment in the new program, or after the return to a former program following the required absence. The petition for a “New Start” will be reviewed by the records office and will be implemented if the student has met all the guidelines. The student may appeal the denial of a “New Start” petition to the Academic Review Committee as provided by the academic appeal procedures listed in the student handbook. Once granted, the “New Start” may not be rescinded.

ACADEMIC SUPPORT PROGRAMS
Once the term begins, students quickly discover the extent of the commitment to their growth at Iowa Lakes Community College. A number of support programs serve academic needs of students.

ADVISORS who teach in the students’ major area of interest help to guide academic programs and achieve educational goals. Students are encouraged to visit advisors.

ASSESSMENT AT IOWA LAKES COMMUNITY COLLEGE: Continuous improvement of all areas of the college to ensure that the college goal of meeting its mission is achieved. Assessment at Iowa Lakes is comprehensive and systematic. It involves both academic and non-academic activities.
As part of this ongoing assessment of effectiveness, students, alumni and community members are period-
ically asked to complete surveys or participate in focus group discussions to provide feedback about their
experiences at Iowa Lakes. These provide the college with data by which the college may measure satisfac-
tion with programs and services, and point to ways to strengthen Iowa Lakes as a community college.

Assessment also enables Iowa Lakes Community College to demonstrate concretely and convincingly
that students are learning the concepts, competencies, skills and attributes necessary to achieve their
personal educational and careers goals. Each spring, sophomore students are invited to complete the
Collegiate Assessment of Academic Proficiency (CAAP) as one measure of the level of general education
preparation students receive while at Iowa Lakes. Participation in CAAP is by invitation only.

Students are encouraged to participate in Iowa Lakes assessment activities at every opportunity.

OPERATING HOURS
Operating hours: Administrative and business offices are open from at least 8 a.m. to 4:30 p.m. Monday
through Thursday and 7:30 a.m. to 4 p.m. Friday on all days that the college is in session during the regu-
lar college year. Summer hours are 7:30 a.m. to 5 p.m. Monday through Thursday and 7:30 a.m. to noon
Friday. Libraries, student centers, success centers and recreational facilities are open during posted hours.

SERVICES FOR STUDENTS

COUNSELING: Iowa Lakes Community College Counseling Services are focused on assisting students
with strategies for academic success and retention. Educational counselors specialize in student develop-
ment through proactive programs focusing on personal/social development, transfer planning, academic
development and career development.

THE SUCCESS CENTERS are an active, essential segment of the overall instructional process at Iowa
Lakes. The Success Centers are designed to meet the diverse needs of all students from assessment of
skills through basic instruction in reading, writing and mathematics. Tutoring is available to all students
in virtually every academic area. All of the programs are designed to supplement classroom work and to help students be successful. Accommodations for students with disabilities can be arranged through Jody Condon at 800-242-5108, ext. 5219 or at 712-852-5219.

CAREER RESOURCE CENTER: Contact the Career Resource Center for assistance with resume
development, career planning and job search skills. The Career Resource Center facilitates student explo-
ation of career options, assists students in developing resumes and interviewing skills, connects
students with employers and other resources for career development and empowers students to make
informed career decisions while they are in school and throughout their lives.

JOB PLACEMENT: Iowa Lakes has an excellent placement record for graduates. Employment infor-
mation for both part-time and full-time jobs is available from program coordinators and the Career
Resource Center. Job Fairs bring employers to campus to meet with student job seekers.

FINANCIAL AID INFORMATION: Programs are set up to assist students in meeting their educational
costs. The main purpose of the financial aid program is to make it possible for qualified students to com-
plete their college education regardless of economic circumstances. Contact the financial aid office for
more information on sources of aid.

VETERANS’ SERVICES: Services to veterans of the U.S. armed services are provided through the
financial aid office. Qualified veterans are eligible to receive educational benefits in approved programs
in all areas.

STUDENTS WITH DISABILITIES: It is Iowa Lakes Community College policy to not discriminate
against qualified individuals with disabilities and to provide reasonable accommodation(s), as required
by law, to otherwise qualified applicants for admission or to students with disabilities in all education
programs, activities, services and practices, including application procedures, admissions, course selection,
the awarding of degrees, discipline and dismissal. Educational opportunities will not be denied to an
otherwise qualified application or student because of the need to make reasonable accommodation(s) or modification(s) for the physical and mental impairment(s) of any such individual.

Students needing reasonable accommodation(s) should contact Jody Condon, at 800 242-5108, ext 5219 or 712 852-5219 or jcondon@iowalakes.edu To assure that accommodation(s) will be ready when classes start, students must make the request as soon as possible, before a semester begins.

Please notify the Board Secretary at 712 362-0431 if there are accommodations required for your participation at Iowa Lakes Community College Board of Trustee meetings. Please make your request no later than 24 hours in advance of the scheduled meeting in the event the location of the meeting needs to be moved.

**COMPUTER LABS:** The Iowa Lakes computer labs are located at all campuses and are open to all students. Internet access is available. Wireless Internet locations are also available throughout each campus.

**LIBRARIES:** The college libraries are located on the Estherville and Emmetsburg Campuses. Hours for the Estherville campus library are Monday-Thursday, 7:30 a.m.—8:30 p.m.; Friday, 7:30 —4 p.m. The Emmetsburg library closes at 8 p.m. Monday and Wednesday nights and closes at 5:30 p.m. on Tuesday and Thursday nights. Friday hours are 7:30 to 4 p.m. Summer hours are posted.

Computer access is available to students in both libraries.

The Emmetsburg Public Library and the Emmetsburg college library share a facility. Students may benefit from college library services as well as services of the public library.

In the interest of bringing the best service to our customers, the Iowa library community, we have merged the two existing downloadable eBook and audiobook consortia, WILBOR and NEIBORS, into one system. We have named this new consortium "Bridges: Iowa’s eLibrary”. It will provide the same eBook and audiobook service that you have come to expect from OverDrive. Iowa Library Services has signed a 6 year contract with OverDrive to provide this service. URL for BRIDGES is http://bridges.lib.overdrive.com The BRIDGES link is on the library’s web page under Find Books and Videos.

Other library services: Online Library Orientation 1 credit class, student IDs, testing, faculty retesting, student mail issues (Estherville campus), faxing, copy machine, interlibrary and intercampus loan.

**STUDENT HOUSING:** Housing at Iowa Lakes includes on campus units in Emmetsburg, Estherville and Spencer. For information about housing, contact the director/coordinator of housing at Emmetsburg, Estherville or Spencer campus. All students residing in college housing are required to participate in educational programming for effective group living skills. To live in campus housing, students must be a full-time Iowa Lakes student enrolled in 12 or more hours. Please refer to the housing manual to review housing procedures.

**DINING SERVICES:** During regular terms, three meals per day are served at Dining Services on the Emmetsburg and Estherville campuses and two meals per day are served at the Dining Services on the Spencer Campus. Weekend meal plan contracts are available at the Emmetsburg and Estherville campuses. These meals are provided by other businesses in their respective communities. Meal cards may be purchased by those students without a meal contract who do not wish to carry cash. Cash is always accepted. Refunds will be calculated on a per diem basis. Only students who officially drop the meal plan at the business office will be eligible for a refund. Refunds will be prorated from the 1st and the 15th of each month except the month of May. Individuals with questions should contact Dining Services.

**CAMPUS STORES:** College Campus Stores are located in Emmetsburg, Estherville and Spencer. Hours for Emmetsburg and Estherville are Monday – Thursday 8-4:30; Friday 7:30-4; summer hours are posted. Hours in Spencer are Monday – Friday 8:30-1; summer hours are posted.

When purchasing books, students are asked to bring their registration form to assist in speeding up the purchase of books. Instructors select required textbooks. New book prices are determined by publisher prices. Payment is due at time of purchase. If a voucher is approved by Financial Aid, the voucher is accepted at the bookstore for a specific time only. Returns are accepted only with an add/drop slip, then only for the first week of classes. Books with shrink-wrap cannot be returned if removed from wrap. If the book contains a floppy disk or CD-Rom, please do not break the seal since copyright laws do not allow the bookstore to make a refund. Buy back days are the last five days of each semester and the last day of each summer session. All supplemental materials must be included with books when they are returned.
The Campus Stores also sell supplies and college-identified items.

**PARKING:** Ample parking is available at Iowa Lakes Community College. Parking for the handicapped is provided. Parking signs and regulations are enforced and tickets are issued for parking violations. Vehicles parked in restricted areas or in other than designated stalls may be towed at the owner's/driver's expense.

**HEALTH AND ACCIDENT INSURANCE:** Iowa Lakes Community College does not purchase or carry health and/or accident insurance on students. Information on purchasing a health and/or accident insurance policy should be requested from a private vendor. Iowa Lakes Community College nor its employees or representatives will be responsible for medical bills if/when they advise a student to seek medical attention for an illness or injury. Iowa Lakes Community College does not carry insurance to cover the theft of student's personal property. Therefore, neither Iowa Lakes Community College nor its employees or representatives will be responsible for the loss of student personal property by theft, fire or any other means. Students are encouraged to obtain insurance for their personal property from their private insurance agency.

**STUDENT ACTIVITIES**

Much of the intellectual and social growth a college student achieves is the result of participation in activities, clubs and organizations. It is the philosophy of the college that co-curricular activities complement the academic program. Many groups are available for those with interests or talents, and new groups may be formed to meet a need. Students have an opportunity to develop leadership skills early in college. If students are interested in clubs and organizations they are encouraged to contact the student activities office or club advisor.

**ACTIVITY FEE:** Students pay a non-refundable activity fee each semester which is allocated by the student senate for student activities, events and organizations. This also allows all Iowa Lakes full-time students full access to the Emmetsburg Wellness Center.

**INTERCOLLEGIATE ATHLETICS:** Athletic activities include baseball, men's and women's basketball, men's and women's cross country, dance, diving, men's and women's golf, soccer, softball, swimming, volleyball and wrestling. Iowa Lakes is a member of the National Junior College Athletic Association.

**INTRAMURAL ACTIVITIES, CAMPUS RECREATION AND WELLNESS FACILITIES** are available to all students.

**MUSIC ORGANIZATIONS:** Instrumental and vocal groups present concerts each year and make a tour of area schools. Music opportunities are open to all students. Contact the music staff at the Estherville campus for more information.

**SOCIAL ACTIVITIES:** As a part of its commitment to the idea of educating the total person, the college encourages an activities program which complements the academic program. The student senate provides a broad-based program for participation by all students.

**STUDENT SENATE:** Through the student senate, students are provided an opportunity to participate in the operations of the college, both academically and socially. The senate's objectives include providing a comprehensive activities program; addressing issues brought to it by students; encouraging the interaction and cooperation of students; and providing leadership in issues of citizenship and student rights.

**STUDENT RIGHTS AND RESPONSIBILITIES/ CODE OF CONDUCT**

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate activities and conditions in the classroom, on the campus and in the larger community. Students should expect to exercise their freedom with responsibility.
Citizenship

As citizens, students should enjoy the same freedom of speech, peaceful assembly and right to petition that other citizens enjoy. As members of the academic community, they are subject to the obligations which accrue to them by virtue of this membership. Any public assembly/demonstration must receive proper authorization from the Campus Executive Dean/Supervisor eight (8) hours in advance of proposed activity/assembly. Specific areas of the college campus are designated for such activity/assembly and that information is available from the Campus Executive Dean/Supervisor.

- Faculty members and administrative officials should ensure that institutional powers are not employed to inhibit such intellectual and personal development of students as is often promoted by their exercise of the rights of citizenship both on and off campus.
- Regarding institutional authority and civil penalties, because activities of students may, upon occasion, result in violation of the law.
- Students violating existing statutes may incur the penalties prescribed by civil or criminal authorities for such acts.
- Institutional authority should never be used to duplicate general functions of the law.
- Only where institutional interests are affected should the special authority of the institution be asserted.
- Institutional action should be independent of community pressures.

Student Life

In student life, certain standards must be maintained if the freedom of the student is to be preserved.

- Students should be free to form and join clubs according to established institutional procedures regardless of race, religion or sex.
- Students should be free to inquire and express views concerning the academic institution.
- Students should be free to discuss questions of interest to them. At the same time, it should be made clear to the academic institution and community that in their public expression or demonstrations, students or student organizations speak for themselves.
- Students should be free to support, by orderly and lawful means, their views as to the operation of the institution.

Violations of Responsible Student Behavior Include:

- Disrupting the orderly process of activities of the college, both within and outside of the classroom, including unauthorized entry or exit to any college property, also including any unauthorized or improper use of any college property, equipment or facilities. See section on Citizenship for details on obtaining proper authorization.
- Cheating, i.e., procuring help in a test or plagiarism, i.e., the unacknowledged use of copyrighted material and other written materials such as reports, assignments and term papers.
- 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.
- 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.
- Using materials or collaborating with another person (or persons) during a test or other assignments without authorization.
- 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.
- The acquisition of grades, academic credits, degrees, honors, awards, certification or professional endorsements by means of cheating.
- Failure to comply with the policies of the student’s program or department stated in college publications.
- Furnishing false, incomplete or misleading information to college officials or on official records or altering such records.
- Theft or wrongful appropriation or willful destruction, damage, defacement or mutilation of any property belonging to or in the possession or custody of any member of the college or of the college community.
- Assaulting, threatening, physically abusing, harassing, cyber bullying, hazing or endangering
in any other manner the health or safety of any person on the college property or at any college sponsored or supervised function or event. All threats of violence will be viewed with the assumption that they will be carried out and will be dealt with appropriately.

- Possession of a weapon or firearm on campus or in a college facility is prohibited, except when required for an approved college course or activity that is supervised by a college employee. Weapons include, but are not limited to: knives with a blade exceeding five inches in length, guns, firearms, BB guns, Tasers, explosives, fireworks or simulations of any such items (devices that appear to be real such as a realistic toy, replica, paint-ball gun, etc.). A weapon may also include an object designed for use or used in a manner to inflict harm or threaten harm to a human being or animal. Current or retired licensed law enforcement professionals with a current permit may carry concealed weapons while on campus.

- Soliciting on college property (Recognized student organizations may raise funds under the policy for fundraising projects).

- Gambling on college property without proper authorization or license.

- The use of smokeless or smoking tobacco, any type of non prescription inhalant, or the use of any device that simulates the act of smoking in all Iowa Lakes buildings, vehicles and grounds, including parking lots.

- The possession or consumption of alcohol on college property, including student housing or at any college sponsored event. (See the Alcohol Policy section in this handbook.)

- Possessing, using or furnishing on college property or college supervised property any controlled substances, the possession, use or furnishing of which is illegal by municipal, state or federal law. This policy is outlined in the Drug Policy section of this handbook.

- Making noise in the vicinity of the college or college-sponsored activities, which disrupts the orderly, efficient and disciplined atmosphere of the college or college-sponsored activity.

- Engaging in willful misrepresentation of any material fact to faculty or college staff or to others about one’s status or academic performance within the college or of the support, sponsorship or approval by the college of the services or activities of any person, group or organization. This includes knowingly submitting false information on college documents such as admissions applications or program materials.

- Unauthorized occupation/use of (or unauthorized entry into) any College facilities.

- Unauthorized possession, duplication or use of keys to any College buildings/facilities.

- Possession of stolen goods.

- Engaging in behavior which is discriminatory, including harassment of others, based on race, color, gender, religion, sexual orientation, national origin, age, disability, or to the extent of the law, veteran status. Sexual harassment includes unwelcome sexual advances, requests for sexual favors and any other verbal or physical actions of a sexual nature.

- Operating a motor vehicle recklessly, so as to pose a threat to the safety of others, on campus or at college-sponsored activities off campus.

- Engaging in disrespectful or uncivil behavior towards students, college employees, or guests on campus or at any college sponsored activity or event.

The college may rely on information located in social media sites and tools to identify, investigate, and sanction violations of the college’s policies and procedures, including those governing student conduct in campus housing.

Appropriate disciplinary action will be taken by the campus dean or supervisor or designee against any student of the institution who has taken any of these actions on college property or at any college-sponsored activity or event. (Please see the section labeled Disciplinary Actions for more information.) Additional guidelines on student behavior are outlined in other official college documents and student manuals.

**DISCIPLINARY ACTIONS**

The Student disciplinary policies and procedures are tied to Iowa Lakes’ institutional mission to provide for lifelong learning opportunities for all students and to maintain a safe and orderly learning environment.

Goals of the disciplinary actions process:
1. Create and maintain an educational and developmental disciplinary system which promotes a civil, respectful and safe educational environment.
2. Encourage the informal resolution of disciplinary incidents.
3. Uphold and balance the students’ and the College’s rights while striving to ensure a fair process for all those involved.

The following penalties for a violation of college policy or responsible student behavior may be imposed by the appropriate college official. The severity of the penalty will be in proportion to the gravity of the violation. Penalties will be administered consistently to the extent that students committing the same violation receive similar penalties. A student’s record of previous violations may be considered when determining the student’s penalties.

- “Official Reprimand” is a written censure by the college. The reprimand serves to remind the student that further violation of the student conduct code may result in more serious sanctions. A record of the disciplinary action is kept in the student’s disciplinary file.
- “Disciplinary Probation” informs the student that he/she has been found guilty of a more serious violation or repeated violation of college policies governing student conduct.
- “Disciplinary Probation with Conditions” informs the student who is placed on disciplinary probation with conditions that he/she is subject to specified conditions including but not limited to:
  - Restitution: Reimbursement for damage to or appropriate of college property. Written notice will be sent to the student requiring restitution when the student has damaged or misappropriated college property. Reimbursement may take the form of appropriate service to repair or compensate for damages.
  - Educational Sanctions/Referral: A requirement to participate in a project, class, counseling or other college/community sponsored activity that is relevant to the nature of the offense and appropriate for the violation at the student’s expense.
  - Suspension or Termination of the Use of College Property, Resources or Activities: a student loses the privilege of using college property or resources associated with the offense or a student’s participation in activities associated with the offense, may be temporarily suspended or permanently terminated.
- “Disciplinary Suspension” can be from a class, specific number of classes, program or a campus. The privilege of re-admission may depend on the fulfillment of certain conditions imposed by the college and/or the program. A suspended student may be prohibited from appearing on the campus, at off-campus classes at cooperating agencies or any activity sponsored by the college.
- “Disciplinary Expulsion” informs the student that he/she has lost his/her student status and that he/she can never again be a student at the college. The decision to expel a student must be confirmed by the President of Iowa Lakes Community College and is considered final.

The power to suspend a student from the institution is hereby conferred upon the campus dean or supervisor; however, the student may request an appeal before the college president or designee. Reprimands, Disciplinary Probation and Disciplinary Probation with Conditions, may be conferred by the campus dean or supervisor or a designee, which would include the director of student housing. Reprimands and statuses of probation may be appealed to the campus dean or supervisor. In the instance of a review of disciplinary expulsion, the decision will be presented to the board of trustees for final action. For additional information on appeals of disciplinary action, see the Review Process section of the Student Handbook. Statuses of probation may be appealed to the campus dean or supervisor. In the instance of a review of disciplinary expulsion, the decision will be presented to the board of trustees for final action. For additional information on appeals of disciplinary action, see the Review Process section of the Student Handbook.

**INFORMAL HEARING**

It is the desire of the college that any matter concerning student discipline be handled in an informal manner whenever possible. The campus dean or supervisor or designee such as the director of student housing, will initiate the disciplinary process by verbal or written notice to appear for an informal hearing. If written notice is given, said notice shall be by letter addressed to the student at his/her last known residence and mailed by ordinary mail or by certified mail. Action must be initiated by the campus dean or supervisor or designee within fifteen (15) calendar days of the date on which the alleged offense was reported.

At the informal hearing, the student shall be informed as completely as possible of all matters relating to the alleged violation(s). The student shall be provided with an explanation of (1) the charge(s) against him/her, (2) the evidence and (3) the possible disciplinary action that could be taken in the case. The informal hearing may be continued from time to time as determined appropriate in the interests of jus-
tice by the campus dean or supervisor or designee. After the informal hearing has been concluded, the campus dean or supervisor or designee shall provide a summary of the case and set forth the appropriate disciplinary action. The decision of the campus dean or supervisor is final in all cases, except if the action taken calls for disciplinary suspension or disciplinary expulsion. In such cases, the student may request a review before the college president or designated representative.

INFORMAL HEARING - FAILURE TO APPEAR: If the student who is requested by the campus dean or supervisor or designee to appear for an informal hearing does not respond within seven (7) days of the date of written notice, the campus dean or supervisor or designee will, in a written statement, summarize the facts of the case and set forth the appropriate disciplinary action.

RECORDS OF DISCIPLINARY ACTION: Reprimands, disciplinary probation, disciplinary probation with conditions, disciplinary suspension and disciplinary expulsion, become part of the student’s disciplinary record in the office of the campus dean or supervisor. Disciplinary records on file in the office of the campus dean or supervisor or designee are retained in accordance with the provision of the Family Educational Rights and Privacy Act.

REVIEW PROCESS

REVIEW BY CAMPUS DEAN OR SUPERVISOR: A review by the campus dean or supervisor is available to students who have been subjected to official reprimands, disciplinary probation or disciplinary probation with conditions by designees of the campus dean or supervisor. Procedures to formally request a review and the review procedures are generally outlined in other policy handbooks such as the Campus Housing Regulations manual or Student Athlete Handbooks. The decisions rendered following the campus dean or supervisor’s review of these disciplinary actions are considered final.

REASONS FOR AN APPEAL: The following constitute reasons for an appeal:
• The student’s due process rights were substantially violated in the hearing process.
• There was not substantial evidence to support the decisions reached.
• There is new material evidence that could not have been discovered at the time of the hearing.
• The sanctions imposed were too severe or not appropriate for the violation.

REVIEW BY COLLEGE PRESIDENT OR DESIGNATED REPRESENTATIVE: A review before the college president or designated representative is available only to those students who, by action of the campus dean or supervisor, are subject to disciplinary suspension or disciplinary expulsion from the college. All other disciplinary actions are final once reviewed by the campus dean or supervisor.

REQUEST FOR REVIEW: Within ten (10) calendar days of the campus dean or supervisor’s decision to apply disciplinary suspension or disciplinary expulsion, a student request must be presented to the college president or designated representative in writing, stating the reason(s) for believing the campus dean or supervisor’s decision to be unjust. Failure to appeal within this period of time will result in the decision of the campus dean or supervisor becoming final.

The review by the college president or designated representative will be conducted as soon as possible after receipt of the request for a review, normally within ten (10) calendar days. Notice of the review date will be sent to the campus dean or supervisor and the student charged. In cases involving unmarried students who have not reached the age of majority, the written notice will also be mailed to the parents or guardians of the student charged.

Review Procedures:
The review is conducted by the college president or designated representative. The campus dean or supervisor and the student charged are to be present. Neither party will have the right to question the validity of college policies governing student conduct and disciplinary action. The college will have the burden of proving any claim of misconduct. Such proof must be substantial or convincing evidence, but it is not necessary that legal standards of proof such as "beyond a reasonable doubt," be met. The proof is sufficient if it satisfies the college president or designated representative that substantial justice will be done by whatever finding is made on the basis of evidence.
The campus dean or supervisor will state the complaint and proceed to present appropriate witnesses, evidence and materials in support of the complaint. Following this, the student shall deliver his/her response to the complaint, as well as presenting any witnesses, evidence or materials which support the response. The student charged has a right to be represented by counsel or an advisor.

Witnesses will be questioned first by the party producing them and second by the other party. The college president or designated representative shall have the right to question witnesses at any time at his/her discretion.

The review shall be a closed hearing unless the student requests an open hearing. The college president or designated representative shall have the authority to close a hearing, if the hearing is open, to avoid disruptions, and to remove from the hearing any person who is responsible for a disruption, including the student charged.

A tape recording will be made of any review, except at the discretion of the college president or designated representative. Procedural matters need not be recorded. The recorded tape(s) will be retained by the campus dean or supervisor for the duration of the student’s residence at the college or two (2) years, whichever occurs first, and will be available under supervision of the campus dean or supervisor to all parties of the hearing.

Results of the Review:
Within ten (10) days of the termination of the review, the college president or designated representative will render a decision in writing and will mail the written decision by ordinary mail or certified mail to the student charged with a copy to the appropriate campus dean or supervisor. In cases involving unmarried students who have not reached the age of majority, the decision shall be mailed to the parent or guardians of the students charged.

The student’s official status at the college will not be altered as long as the case is under review. The student’s right to be present on campus and to attend classes during the review will be granted at the campus dean or supervisor’s discretion taking into consideration that the student’s continued presence poses no threat to persons and/or college property.

APPEAL OF COLLEGE PRESIDENT OR DESIGNATED REPRESENTATIVE:
Within ten (10) days of the date of the college president’s or designated representative’s decision, the student or campus dean or supervisor may appeal the decision in writing to the Iowa Lakes Community College Board of Trustees, stating the reason(s) for believing the decision to be unjust.

Once the request for appeal is received, the board of trustees will review the case on the basis of the record of the review before the college president or designated representative. Oral arguments may, but need not, be granted at the discretion of the board of trustees. Either party may submit a brief to the board of trustees.

The Board of Trustees will render a written decision to the college president or designated representative, campus dean or supervisor, and student charged as soon as possible, but no longer than ten (10) calendar days after the case has been reviewed. The decision of the board of trustees is final.

EXTRAORDINARY CIRCUMSTANCES:
It may be necessary, in the interest of justice, to extend a specified time limit outlined in college policy when those involved in the disciplinary action cannot be reached in timely fashion by telephone, mail or other form of communication or when they may be temporarily indisposed due to illness, accident, injury, etc. Time limits may be extended by the person(s) presiding over the respective hearing.

ACADEMIC, FINANCIAL AID AND RESIDENCY APPEALS
Informal
It is the desire of the college that any difficulties or confusion a student may encounter with the policies or regulations of the college be handled in an informal manner whenever possible. Students are encouraged to talk to their advisors or instructors to resolve issues as they arise.

• Questions about financial aid may be asked of the director of financial aid.
• Questions about academic requirements, policy or procedures may be asked of the director of records and registration (registrar), who also handles changes of residency for tuition purposes.

Formal
If a student feels that extenuating circumstances might justify the waiver of a particular college policy, application, procedure or regulation as interpreted by a college employee, an appeal may be made to the academic review committee. The academic review committee considers all initial appeals to waive the application of college policies and procedures concerning academic actions, financial aid or residency decisions. (Academic actions include, but are not limited to, academic probation or suspension, procedures, program or degree requirements or grades allegedly given in error by faculty members.)

Appeal Time Limit
The appeal must be filed with the records office no later than 24 months from the end date of the semester in which the grievance occurred.

Appeal Procedure
A. A student initiates an appeal by making a written statement to the academic review committee, delivered to the director of records and registration. The statement should provide a description of the problem as well as the desired solution, along with any supporting information the student believes will be helpful. The student may request written involvement by faculty members, advisors or others in support of the case.
B. If the student is dissatisfied with the committee’s decision, a further appeal may then be made in person before the committee. The student may have others appear in support of the petition. If a personal appeal is not requested within thirty (30) days of the previous committee decision, that decision becomes final.
C. If a student has completed both the written and personal appeal processes above, the decision of the committee may be appealed to the campus’ executive dean. If the campus’ executive dean’s decision is consistent with the academic review committee’s decision, the student may then appeal to the college president or designee, whose decision will be final. Failure to initiate this level of appeal within thirty (30) days of the notification of the committee’s action shall result in the committee’s last decision becoming final.

Grievances, Complaints and Concerns
Iowa Lakes Community College desire to resolve student grievances, complaints and concerns in an expeditious, fair and amicable manner. In event that a complaint cannot be satisfied through one of these avenues, the Iowa College Student Aid Commission (ICSAC) is authorized to receive and review complaints from students. You may contact ICSAC to register a complaint at https://www.iowacollegeaid.gov/content/constituent-request-review. If an issue cannot be resolved through ICSAC, you may file a complaint with either the Iowa Department of Education (515)281-0319 or the Higher Learning Commission (https://ncahlc.org/ or phone (312)263-0456).

Iowa Lakes Community College believes in maintaining an educational environment that is positive and productive for students. Occasionally, a student may claim that he or she has experienced an alleged violation, misinterpretation, or misapplication of Iowa Lakes Community College Board policies, rules and regulations, or has been unfairly treated by an Iowa Lakes Community College employee or another student or that the contractual relationship between the student and Iowa Lakes has been breached. When these situations arise, students should contact their campus dean or campus director/supervisor to file a complaint.

TECHNOLOGY
Technology Usage Policy:
Technology resources and usage may be described as all Iowa Lakes owned print and electronic media and services including, but not limited to: computers, printers, modems, email communications, Iowa Lakes’ web content and wireless connections. Personal equipment that may be connected to the Iowa Lakes network/system is also subject to this procedure.

Iowa Lakes Community College is an educational institution supported by public funds and it is imperative that the college ensures its technology resources are maintained and used by all persons affiliated with Iowa Lakes. This includes all credit and noncredit students, faculty, employees, alumni and guests at the institution. They will be referred to as “users” of technology. Technology usage at Iowa Lakes Community College will be consistent with the College’s Mission.
Generally, students are provided 500 MB of network storage space on a designated H Drive. Compliance with this limit will benefit all users. Student accounts that exceed this limit will be contacted by the network administrator and asked to reduce their storage. Failure to remain at or below the stated limit may be subject to assistance by the network administrator in achieving that goal.

Wireless connection access points are available at each college location and have signs labeled "Wireless Hot Spot."

**Expectations**
Technology users must abide by applicable federal and state laws and regulations regarding technology usage, as well as existing College policies and procedures. Iowa Lakes values the free flow of information and does not condone censorship.

**Individual Responsibilities**
**TECHNOLOGY USERS ARE EXPECTED TO:**
A. Use technology in a manner consistent with Federal, State and Local laws.
B. Support an educational environment free from harassment and discrimination as described in institutional harassment and discrimination policies and procedures as detailed in the student handbook, affirmative action plan and the employee handbook.
C. Use technology in a manner that will not impede the college mission or the daily business of the college.
D. Implement security practices to prevent unauthorized access to the computers, accounts and/or personal identification numbers (PIN). This would include logging off from the computer following usage, avoiding sharing PIN and other passwords, and using insecure methods for sharing, storing or transferring information.
E. Use technology resources consistent with other institutional policies.
F. Assist in maintaining and enhancing the integrity of Iowa Lakes Community College technology resources by taking measures to support the security and privacy of computer networks.
G. Report any system interference, technology performance problems or damage to equipment to the Help Desk or an Iowa Lakes employee.
H. Understand that priority in student computer labs is given to users for the completion of academic activities.

**Prohibited Conduct**
A. Disrupting access of students, faculty or staff members to technological resources.
B. Obtaining and/or gaining unauthorized access to college computer systems or an account belonging to another individual.
C. Using technological equipment to interfere with the lawful rights of others by such activities as falsifying or altering records or software, creating fraudulent documents, damaging programs belonging to the college, college employee or other individuals.
D. Sending harassing, threatening material or information to another individual.
E. Violating license agreements, copyrights or intellectual property rights including copyrights, patents, etc., by copying, distributing or publishing protected material.
F. Permitting other persons to use an Iowa Lakes user’s accounts, passwords or access codes.
G. Theft of Iowa Lakes’ hardware or software.
H. Inappropriate or malicious use of technology resources including attempts to alter, erase, damage or intercept technological data or programs that are the property of Iowa Lakes or Iowa Lakes’ users.
I. Connecting computers not owned by the college into the college network at locations other than the designated “wireless hot spots.”

**Security and Privacy**
Security of technology resources is of the highest importance and all users are expected to cooperate in maintaining the integrity of these resources. The college reserves the right to inspect or monitor technology resources under its control, and to take appropriate action when there is reason to believe that a user has violated established policies. Every effort shall be made to protect the Constitutional Rights of all Iowa Lakes Community College technology users.
The college does not endorse the casual review of electronic communication and storage, however, users need to be aware that their uses of college technology shall have no guarantee of privacy. Technology resources are considered property of the college and the college may initiate inspections or monitoring of information it deems to be in the best interest of the college. Iowa Lakes may also be required to initiate inspections or monitoring if subject to subpoena or other legal requirements.

**Enforcement of Technology Usage Policy**

A. Iowa Lakes Community College technology staff may temporarily disable an account or service to an individual when there is reason to believe an alleged violation of the technology usage policy has occurred. This may happen when one of the alleged violations:
   a. Violates Federal, State or Local law(s);
   b. Could result in damage or interference with official college business; and/or
   c. Could result in liability for the college

B. Disciplinary Action for Students - A student who is believed to have violated the Technology Usage Policy may be charged with a violation of the Responsible Student Behavior Code according to the Student Rights and Responsibilities Procedure found in the Iowa Lakes Community College Student Handbook.

I. Student

   a. The goal of college supported technology is to allow students to experience education utilizing the latest available resources. To ensure that all students and classes have these necessary resources, the technology department may limit bandwidth for non-educational uses which may impede operating certain programs and platforms for personal use including (but not limited to):
      i. Social Media
      ii. X-Box
      iii. Gaming
      iv. Chat rooms
      v. Downloading and streaming of music/movies/misc. files
      vi. Podcasts
   b. Accessing system with other student’s ID is not allowed.
   c. Displaying graphic files considered to be offensive is prohibited.
   d. Using computers to annoy, harass or threaten other users is not allowed and may be punishable by law
   e. Hacking into the Iowa Lakes Community College Network will result in immediate and indefinite suspension from Iowa Lakes Community College and may be punishable by law.
   f. Users will not waste limited resources.
   g. Printing is allowed only to fulfill classroom assignments.
   h. Chatting is allowed in accordance with instructional requirements only and within bandwidth restrictions.
   i. Personal computers are allowed in designated wireless hot spot areas.

II. Bandwidth Usage

   a. A packet shaping device will be utilized by the technology department to minimize excessive bandwidth consumption.
   b. The strategic planning committee under the guidance of the technology director will recommend acceptable bandwidth restrictions. The restrictions will be reviewed on an annual basis.

III. Appropriate disciplinary action shall be taken against Iowa Lakes Technology users violating the following areas which may be protected by state and federal applicable laws including but not limited to:

   a. Pornography
   b. Copyright
   c. Intellectual Rights
   d. Illegal Access

IV. Systems Monitoring

   a. Iowa Lakes Community College unconditionally reserves the right to monitor and examine any and all files on college computers and servers, as well as network and system activity. Administration may suspend, revoke or close an account at any time as required for inappropriate
activity or at the request of the staff member’s supervisor.

b. The college reserves the right to restrict all accounts for cause or convenience at any time.

**Cellular Phone Use**

Iowa Lakes Community College is committed to providing an environment conducive to learning. To that end, cell phone use should be kept to a minimum and conducted in designated areas only. If cellular phones must be used while at college, users should be respectful of others by following the guidelines outlined below.

**IF CELLULAR PHONE USE IS NECESSARY, WHILE ON CAMPUS:**

- Turn cellular phone ringer off or set to ‘silent’ upon entering any classroom, computer lab, library or auditorium.
- Move immediately to a hallway when placing or receiving calls. (Take your belongings with you if you must move to make a phone call.)
- Short, quiet cellular phone conversations may take place in corridors, away from doorways.
- Please move extended conversations outside of the buildings.
- Be courteous to others by keeping your voice at a low volume.
- Cell phones with picture taking capabilities are not allowed in changing rooms or locker rooms.

Individuals wishing to take photos in any recreation facility must have permission first.

**ICCOC**

Iowa Lakes Community College Online Consortium (ICCOC) classes are governed by the same guidelines as face-to-face classes regardless of where the class originates.

Contact for technology assistance is the Canvas Helpdesk at 1-844-214-6951, or you can select the “Help” menu within your Canvas at the bottom of the left-hand side navigation bar.

If students have problems contacting their instructor listed in the course syllabus, please call Laura Howard at 712-362-7958.

To access your Canvas (where your online, hybrid, or face-to-face courses will be), please do the following:

1. Login to your Iowa Lakes portal by going to the Iowa Lakes homepage and selecting “My Iowa Lakes” at the top of the page. Next, select the link titled “My Iowa Lakes Campus Portal.”
   a. If you do not know your login information to the Iowa Lakes portal or are having trouble logging in, please call the Iowa Lakes Helpdesk at 712-362-8383 or Laura Howard at 712-362-7958.
2. Once logged in, look at the box titled “Useful Links,” and select “Canvas Online Classes and eCompanion.” This will bring you to your Canvas homepage where your active courses will be visible on your dashboard.

ICCOC informational website with valuable information for online students is [www.myiccoc.org](http://www.myiccoc.org).

**DOMESTICATED ANIMALS ON CAMPUS, THERAPY AND SERVICE ANIMALS RESPONSIBILITIES**

Animals, including pets, are prohibited on campus with the exception of service animals as defined by the Americans with Disabilities Act (ADA); service-animals-in-training that are part of a certified or accredited program that is recognized within the service animal industry to train animals in compliance with the Americans with Disabilities Act; animals for instructional purposes as approved by the appropriate college authority; and working dogs used by a law enforcement agency for law enforcement purposes. Animals-in-training must be clearly identified (i.e., wearing a vest) and prior permission of the college’s administration shall be obtained in advance. During work and classroom hours, no more than one service-animal-in-training is permitted on site per employee or student.

**Service and Assistance Animal Guidelines**

Iowa Lakes Community College is committed to assuring equal access for disabled students, staff, and faculty, as well as guests and visitors to the campus. It is the college’s policy to permit service animals as
defined by the Americans with Disabilities Act, and may permit Assistance Animals, as determined on a
case by case basis, to reside in the residence hall with a student with a documented disability as a reason-
able accommodation. This policy and the following requirements are designed to facilitate a process for
assuring equal access while addressing health and safety concerns, particularly in residence halls. This pol-
icy supports Iowa Lakes Community College’s commitment to comply with state and federal laws, rules
and regulations pertaining to the Americans with Disabilities Act of 1990, as amended and related laws,
rules and regulations, including without limitation Section 504 of the Rehabilitation Act of 1973 (Pub. L.
93-112, 87 Stat. 394 (29 U.S.C. 794), as amended. Adherence to these policies and requirements is essen-
tial to support a foundation of understanding, comfort, and security that make Iowa Lakes Community
College a welcoming and accessible place for all.

SECTION 1
Service Animals under the Americans with Disabilities Act: Service animals are defined under the
ADA as dogs that are trained to perform one or more specific tasks for a person with a disability. Service
animals are permitted in all public areas of campus, except where specific restrictions apply as described in
the restricted areas section below. Iowa State laws also support access to public places for service animals and
their handlers. The policies below apply to students as well as visitors and guests. Employees, both staff and
faculty, must contact Human Resources if they wish to request allowance of a service animal as a reasonable
job accommodation based on a disability.

Examples of Service Animal Tasks: The work or tasks performed by a service animal must be directly
related to the individual’s disability. Examples of work or tasks include, but are not limited to, assisting indi-
viduals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf
or hard of hearing to the presence of people or sounds, pulling a wheelchair, assisting an individual during
a seizure, retrieving items such as medicine or the telephone, providing physical support and assistance
with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric
and neurological disabilities by actively preventing or interrupting impulsive or destructive behaviors. The
crime deterrent effects of an animal’s presence and the provision of emotional support, well-being, comfort,
or companionship do not constitute work or tasks for the purposes of this definition. (Current law also
includes a limited exception for miniature horses)

Identification: Service animals (including puppies and trainees) shall be reasonably identified to the com-
munity by a harness or service animal vest or other gear when not in a private or student residence in accor-
dance with the provision stated under Control Requirements. If there is no identification, college staff may
ask the two questions below to determine if a dog is a service animal:
(1) Is the dog a service animal required because of a disability?
(2) What work or task has the dog been trained to perform?

Staff may not ask about the individual’s disability, require medical documentation, require a special identifi-
cation card or training documentation for the dog, or ask that the dog demonstrate its ability to perform the
work or task.

Control Requirements: Service animals must be harnessed, leashed, or tethered, unless these devices
interfere with the service animal’s work or the individual’s disability prevents using these devices. In that
case, the individual must maintain control of the animal through voice, signal, or other effective controls.

Care of Service Animals: Individuals with disabilities who use service animals are expected to:
1. Attend to the wellbeing and cleanliness of their animal.
2. Animals must be under control at all times and not disruptive to others or they may be removed.
4. Have a plan in place for animal care in the event of an emergency.
5. Arrange alternative shelter if the animal has to be removed from campus due to disruptive or unsafe
behavior or environmental conditions or if the handler becomes unable to care for the service animal.

Relief Areas: Relief areas may be designated on an individual basis with the collaboration of the
Accommodations contact person and the college grounds personnel for individuals, events or programs.

Service Animals in Training/Service Puppies: User/Handler will provide college with written evidence
that puppy is a bona fide service dog candidate supplied by an authorized service dog organization, and is one that the service dog organization expects will return for specialized training when the puppy is old enough.

**General Rules:**
a. Service Animals are allowed in public areas where food is sold or prepared even if state or local health codes prohibit animals on the premises.
b. Allergies and fear of dogs are not acceptable reasons for excluding a service animal, but cooperation is essential to accommodate those with allergies or other conflicting disabilities when necessary. Those individuals with conflicting requests may be asked to show documentation of a disability to help determine appropriate accommodations.
c. An individual with a service animal may not be isolated or treated less favorably than others.
d. College staff is not required to provide food or care for service animals.

**Removal of a Service Animal:** A person with a disability can be asked to remove his or her service animal when the dog is out of control and the handler does not take action to control it, when the dog is not housebroken, or when it poses a threat to health and safety to others.

**Restricted Areas:** The college may prohibit the use of service animals in certain locations due to health or safety hazards, where service animals may be endangered, or where their use may compromise the integrity of research or fundamentally alter the nature of a program or activity. Restricted locations may include, but are not limited to: research laboratories, classrooms with demonstration/research animal’s present, medical areas, research areas using radioactive materials or lasers, mechanical rooms or custodial closets, workshops with operating machinery, and food preparation areas. The safety of locations will be individually considered by the Disabilities Services Coordinator, the laboratory director or professor, and the college grounds department when appropriate. If a location is determined to be unsafe for the use of a service animal, alternative reasonable accommodations will be explored and provided as appropriate to ensure the individual equal access to the activity. Exceptions to restricted areas may be granted on a case-by-case basis by contacting the Accommodations contact person. In making its decision, the Accommodations contact person will consult with the appropriate department and/or laboratory representative regarding the nature of the restricted area and any ongoing research.

**General Community Guidance on Public Etiquette by Students/Staff/Faculty/Administrators on Campus**
Service animals are working animals; they perform tasks and are not pets. Accordingly, Iowa Lakes Community College recommends that members of the college community adhere to the following best practices when interacting with service animals.
- Do not pet a service animal while it is working. Service animals are trained to be protective of their partners and petting distracts them from their responsibilities.
- Always speak to the service animal’s owner/handler first, and ask before interacting with the service animal.
- Never feed a working service animal.
- Do not deliberately startle, tease or taunt a service animal.
- Do not separate or attempt to separate a partner from his/her handler.
- Ask the service animal’s owner/handler if he/she would like assistance if the team seems confused about a direction in which to turn, an accessible entrance, the location of an elevator, etc.
- Don’t be offended if the service animal’s owner/handler does not want to discuss the animal, their disability, let you pet the animal or otherwise interact with you.

**Appeals/Grievances:** A student who has applied for a service or Assistance animal accommodation and objects to the denial of the accommodations or who objects to the accommodation plan should follow the due process procedures outlined in the Iowa Lakes Community College student handbook and planner.

**Section II**
**Service Animals & Assistance Animals in College Housing:** Service animals as defined by the ADA are allowed in college housing as a reasonable accommodation. Under Section 504 of the Rehabilitation Act and the Fair Housing Amendments, an individual with a disability may also request to keep an assistance
animal, sometimes called therapy animals, as a reasonable accommodation in housing facilities as a modification to pet policies or other imposed restrictions or prohibitions on animals. In order to qualify for such an accommodation, the assistance animal must be necessary to afford the individual an equal opportunity to use and enjoy a dwelling or to participate in the residential life program. Further, there must be a relationship between the individual’s disability and the assistance the animal provides. To request such an accommodation please follow the application process listed below.

Application process:
1. Students with service animals as defined by the ADA may request to have a service animal in college housing by completing a Service Animal Registration Form with Disability Services located in the Educational Counseling office. The Service Animal Registration Form can be found at: http://www.iowalakes.edu/educational_counseling_services/accommodations__disability_resources/
2. Students requesting to have an assistance animal residing in college housing must register with Disability Services and provide medical documentation of a disability which also describes the assistance the animal provides and the need for this type of accommodation. The application for accommodations can be found at: http://www.iowalakes.edu/educational_counseling_services/accommodations__disability_resources/
3. The Accommodations contact person will review all requests and determine whether the necessary information or documentation is present. The Accommodations contact person will make a determination, in cooperation with Residential Life and with other appropriate college staff, about whether this is a reasonable accommodation.
4. Upon approval, the student will be notified and a plan must be made with the Accommodations contact person for proper care and control of the animal as described in other sections of this document.
5. Alternative accommodations may be discussed during this process and offered where appropriate.

Restrictions:
- Iowa Lakes Community College will not allow support animals if it would fundamentally alter the nature of the program.
- Support animals must be kept in student rooms and are not allowed in public areas of the on campus housing except to enter or exit the building and are not allowed in other campus buildings.
- Animals that may pose a health risk or danger to others will not be permitted.

Owner’s Responsibilities for Animals in College Housing
1. The owner is responsible for assuring that the approved animal does not unduly interfere with the routine activities of the residence or cause difficulties for students who reside there.
2. The owner is financially responsible for the actions of the approved animal including bodily injury or property damage. The owner’s responsibility covers, but is not limited to, replacement of furniture, carpet, window, wall covering, and the like. The owner is expected to cover these costs at the time of repair and/or move-out.
3. The owner is responsible for any expenses incurred for cleaning above and beyond a standard cleaning or for repairs to college premises that are assessed after the student and animal vacate the residence. The college shall have the right to bill the student account of the owner for unmet obligations.
4. The owner must notify the Accommodations contact person in writing if the approved animal is no longer needed as an approved animal or is no longer in residence. To replace an approved animal the owner must file a new request in writing to the Accommodations contact person according to the application process in Section II.
5. The owner’s residence may be inspected for fleas, ticks or other pests once a semester or as needed. The Office of Residence Life will schedule the inspection. If fleas, ticks or other pests are detected through inspection, the residence will be treated using approved fumigation methods by the college approved pest control service. The owner will be billed for the expense of any pest treatment above and beyond standard pest management in the residence halls.
6. All roommates of the owner of the service animal or support animal must sign an agreement allowing the approved animal to be in residence with them. In the event that one or more roommates does not approve, the owner and animal or the non-approving roommates, as determined by Residential Life and the Accommodations contact person, may be moved to a different location.
7. Service Animals may travel freely with their owner throughout college housing (and other areas of the college, except where restrictions apply for health and safety reasons).
8. Assistance Animals must be contained within the privately assigned residential area at all times, except when transported outside the private residential area in an animal carrier or controlled by leash or harness.
9. Approved animals may not be left overnight in college housing to be cared for by another student. Animals must be taken with the student if they leave campus for more than one day.
10. Housing has the ability to relocate owner and approved animal as necessary according to current contractual agreements.
12. Any violation of the above rules may result in immediate removal of the animal from the college and may be reviewed through the college disciplinary process. The owner will be afforded all rights of due process and appeal as outlined in that process.
13. Should the approved animal be removed from the premises for any reason, the owner is expected to fulfill his/her housing obligations for the remainder of the housing contract, unless a waiver is granted. Alternative accommodations and support will be discussed with the student as appropriate.
14. The owner undertakes to comply with animal health and wellbeing requirements as set forth in this policy.

Guidelines for Maintaining a Service Animal/Assistance Animal on Campus

The following guidelines apply to all approved animals and their owners, unless the nature of the documented disability of the owner precludes adherence to these guidelines, or permission for a variance from the guidelines has been granted.

Care and Supervision:
Care and supervision of the animal are the responsibility of the individual who benefits from the approved animal’s use. Owners are required to maintain control of the animal at all times. Owners are also responsible for ensuring the cleanup of the animal’s waste and, when appropriate, must use relief areas designated by the college consistent with the reasonable capacity of the owner. Indoor animal waste, such as cat litter, must be placed in a sturdy plastic bag and securely tied up before being disposed of in outside trash dumpsters. Litter boxes should be placed on mats so that waste is not tracked onto carpeted surfaces.

Animal Health and Well-being
1. The animal must be immunized against diseases common to that type of animal. Dogs must have current vaccination against rabies and wear a rabies vaccination tag. Although not mandated, cats should have the normal shots required for a healthy animal. Local licensing requirements are followed and documentation must be provided.
2. Animals to be housed in college housing must have an annual clean bill of health from a licensed veterinarian. Documentation can be a vaccination certificate for the animal or a veterinarian’s statement regarding the animal’s health. The college has authority to direct that the animal receive veterinary attention at the owner’s expense.
3. Service animals must be properly trained.

Removal of Approved Animal
The college may exclude/remove an approved animal when:
• the animal poses a direct threat to the health or safety of others, or
• the animal’s presence results in a fundamental alteration of the college’s program, or
• the owner does not comply with owner’s responsibilities in college housing, or
• the animal or its presence creates an unmanageable disturbance or interference with the Iowa Lakes Community College.

Appeals
Students may appeal the college’s decision regarding service or support animals as outlined in the student handbook.

Damage
Owners of approved animals are solely responsible for any damage to persons or college property that is caused by their animal.
MISSING STUDENT POLICY AND PROCEDURE

Iowa Lakes Community College takes student safety very seriously. To this end, the following policy and procedure has been developed in order to assist in locating Iowa Lakes Community College student(s) living in college-owned, on-campus housing, who based on the facts and circumstances known to the College are determined to be missing. This policy is in compliance with Section 488 of the Higher Education Act of 2008. Most missing person reports in the college environment result from a student changing his/her routine without informing his/her roommates and/or friends of the change. Anyone who believes a student to be missing should report their concern to the Campus Dean and/or Student Housing/Residence Life. Every report made to the campus will be followed up with an immediate investigation once a student has been missing for 24 hours.

Depending on the circumstances presented to college officials, parents of a missing student will be notified. In the event that parental notification is necessary, the Campus Dean or the Dean of Students will place the call. For students under 18 and not emancipated, the college will notify a parent/guardian in addition to any additional contact person designated by the student.

At the beginning of each academic year, residential students will be asked to provide, on a voluntary basis, emergency contact information in the event he/she is reported missing while enrolled at Iowa Lakes Community College. This emergency information will be kept in the Student Information System and will remain confidential.

GENERAL PROCEDURE:

1. The Iowa Lakes Community College administrator receiving the report will collect and document the following information at the time of the report:
   a. The name and relationship of the person making the report.
   b. The date, time and location the missing student was last seen.
   c. The general routine or habits of the suspected missing student (e.g. –visiting friends who live off-campus, working a job away from campus) including any recent changes in behavior or demeanor.
   d. The missing student’s cell phone number (if known by the reporter).

2. The Iowa Lakes administrator receiving the report will contact the President, the Campus Dean and the Dean of Students in order to update them on the situation and to receive additional consultation. They will determine if/when other members of the Cabinet and the Director of Marketing need to be contacted.

3. Upon notification from any entity that a student may be missing, Iowa Lakes may use any or all of the following resources to assist in locating the student.
   a. Call the student’s room,
   b. Go to the student’s residence hall room,
   c. Talk to the student’s RA, roommate, and dorm unit mates to see if anyone can confirm the missing student’s whereabouts and/or confirm the date, time, and location the student was last seen.
   d. Secure a current student ID or other photo of the student from a friend.
   e. Call/text the student’s cell phone and call any other numbers on record.
   f. Send the student an email.
   g. Check all possible locations mentioned by the parties above including, but not limited to, library, residence hall lounges, student commons, fitness center, etc. The Housing Office may be asked to assist in order to expedite the search process.
   h. Contact or call any other on-campus or off-campus friends or contacts that are made known. This could include checking a student’s social networking sites such as MySpace, Facebook and Twitter.
   i. Ascertain the student’s car make, model and license plate number. A member of the Housing Office will also check College parking lots for the presence of the student’s vehicle.

4. The Technology Staff may be asked to obtain email logs in order to determine the last log in and/or access of the Iowa Lakes network.

5. Once all information is collected and documented and the Deans (or designee) is consulted, Iowa
Lakes staff may contact the local police to report the information. (Note: If in the course of gathering information as described above, foul play is evident or strongly indicated, the police can be contacted immediately.) If it is necessary to contact the local or state authorities, police procedure and protocol will be followed by the college.

TOBACCO/ALCOHOL/DRUG POLICIES

TOBACCO POLICY: Iowa Lakes Community College provides tobacco free facilities to all students and employees. The tobacco free policy prohibits the use of smokeless tobacco, smoking tobacco, e-cigarettes, or any type of nonprescription inhalant, as well as any devices that simulate the act of smoking, in all Iowa Lakes Community College buildings, vehicles and on the property and grounds of the college.

Smoking Policy Information:*
On April 15, 2008, Governor Chet Culver signed into law the Smoke Free Air Act, regulating smoking in public places. Colleges are included under this Act. This means smoking is prohibited on all Iowa Lakes campuses. Compliance with this law is mandatory. Smoking is prohibited on college property including: buildings, parking lots, sidewalks and vehicles owned or leased by Iowa Lakes regardless of location. This policy applies to all indoor and outdoor air space, including athletic facilities.

Frequently Asked Questions:
Q. I’m a student and I want to quit smoking; could you tell me more about Quitline Iowa?
A. Quitline Iowa is a toll-free, statewide smoking cessation telephone counseling hotline. Trained counselors provide callers with information about the health consequences of tobacco use, assistance in making an individualized quit plan, and on-going support through optional follow-up calls. The Quitline offers both English and Spanish-speaking counselors at 800 Quit Now. The Quitline is staffed:
Monday – Thursday 7 am to midnight
Friday 7 am to 9 pm
Saturday and Sunday 8 am to 7 pm
At this site you will find a summary of Quitline services, links to information about the health consequences of smoking, a calculator that helps you figure out how much you spend on cigarettes, and answers to frequently asked questions about Quitline Iowa. You can also use this site to ask questions about quitting smoking or to request written information by mail.

Q. Can I smoke in my car in the parking lot or in the residence halls?
A. No, the law prohibits this, as these are on college property.

Q. Can I smoke in one of the college’s work vehicles?
A. No, the law prohibits this.

Q. How will this new policy be enforced?
A. All faculty, staff, students and visitors are expected to comply with the smoking policy. Faculty, staff and students who see visitors smoking are asked to politely inform them of our no-smoking policy. If the individual does not stop smoking, please notify your campus dean or supervisor. An individual can be fined, as well as asked to leave the college for non-compliance.

Q. How can I approach someone who I see smoking?
A. Explain to the person that he or she is smoking in an area designated as no smoking. Do not engage in an argument. If you are challenged, walk away. If you do not feel comfortable confronting this individual, please notify your campus dean or supervisor.

*This information is based on data provided to the college at the time of printing. Rules, regulation and enforcement may change by directive of the Iowa Department of Public Health.

ALCOHOL POLICY: Iowa Lakes Community College prohibits the use or consumption of alcohol on college property at any time except those times and places specifically approved by the Board of Trustees in accordance with the laws of the State of Iowa. Areas where the use is prohibited includes student campus activities, student housing, college parking lots, roadways and leisure activity areas. Underage students are subject to the legal consequences of consumption at all times. These consequences are outlined in the Legal Sanctions section of this handbook.
The college prohibits alcohol consumption by all students while participating in a student activity such as an outing, field trip, etc. It is expected that students and staff conduct themselves in a professional manner that reflects favorably on the college. Staff members sponsoring or chaperoning students during activities are expected to orient students on alcohol consumption policies and consequences. The individual staff member may be more restrictive as he/she desires within the framework of these guidelines.

Both Iowa law and Federal law allow the college to disclose to a parent or guardian, without the student’s permission, “information regarding a violation of Federal, State or local law or institution rule or policy governing the use or possession of alcohol or controlled substance if the student is under the age of 21”.

**DRUG POLICY:** Iowa Lakes Community College will comply with the Drug Free Schools and Communities Act of 1989 (PL 101-226) and will provide a drug free institution which prohibits employees and students from unlawfully manufacturing, distributing, dispensing, possessing or using a controlled substance on its property or during any of its college sponsored activities. Both Iowa law and Federal law allow the college to disclose to a parent or guardian, without the student’s permission, “information regarding a violation of Federal, State or local law or institution rule governing the use or possession of alcohol or controlled substance if the student is under the age of 21”.

**VIOLATION OF DRUG/ALCOHOL POLICY:** Violations of the drug and alcohol policies will incur disciplinary action, which may include immediate disciplinary suspension by the campus dean or supervisor, if violations of other behavior guidelines were committed in conjunction with the use of these substances or if it is considered to be in the best interest of the welfare of the student body and college environment.

**LEGAL SANCTIONS:** The Iowa Code (Chapter 124) lists and describes the criminal offenses for possession and delivery of controlled substances. The following information is a summary of those offenses, but not intended to offer legal advice. If specific legal advice is necessary, students should not rely on this summary, but instead consult with an attorney who is knowledgeable and experienced with Iowa Code Chapter 124.

**POSSESSION OF CONTROLLED SUBSTANCES:** Any person who knowingly or intentionally possesses a controlled substance (except pursuant to a valid prescription) is guilty of a serious misdemeanor for the first offense ($1,500 fine, 1 year in jail), an aggravated misdemeanor for the second offense ($5,000 fine, 2 years in prison) and a Class D felony for the third offense ($7,500 fine, 5 years in prison). If the controlled substance is marijuana, the punishment for the first offense is not more than 6 months in jail or up to $1,000 fine or both and not more than 1 year in jail or up to $1,500 fine for the second offense. Subsequent offenses for marijuana possession are aggravated misdemeanors and punishable by not more than two years in prison and up to a $5,000 fine.

**MANUFACTURE OR DELIVERY OF A CONTROLLED SUBSTANCE:** The penalties for the manufacture or delivery of controlled substances vary greatly according to several factors, including the identity and quantity of the substance, the age of the person who receives the substance and where the delivery takes place. The manufacture, delivery or possession with intent to deliver of substances containing cocaine, methamphetamine, PCP, OSD and certain others is a Class B felony with punishment that can range as high as 50 years in prison and a fine of up to $1,000,000. Violation of these provisions for other controlled substances, depending upon which substance and its quantity, are a Class C felony ($10,000 fine, up to 10 years in prison), a Class D felony ($7,500 fine, up to 5 years in prison or an aggravated misdemeanor ($5,000 fine, up to 2 years in prison). The punishment for the offense of selling methamphetamines to someone under 18 years of age is imprisonment for not more than 99 years. A second offense is punishable as a Class A felony, a life sentence without parole.

**GATHERINGS WHERE CONTROLLED SUBSTANCES ARE UNLAWFULLY USED:** It is unlawful for any person to 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 be there distributed, used or possessed, in violation of Iowa law. Any person who violates this section and where the controlled substance is other than marijuana is guilty of a Class D felony. If the controlled substance is marijuana only, the offense is a serious misdemeanor.
ILLEGAL POSSESSION AND USE OF ALCOHOLIC BEVERAGES OR DRUGS: The possession, use or sale of alcoholic beverages on college property is not allowed unless specifically authorized by the college board of trustees. The college will assist in enforcing Iowa statutes concerning underage drinking and will report offenders to law enforcement agencies.

SUBSTANCE ABUSE ASSISTANCE: Iowa Lakes Community College is concerned about the well being of students and any threat posed by the high-risk use of alcohol and other drugs. Anyone needing information or referral relating to substance abuse should contact one of the following persons at the college:

- Emmetsburg: Jody Condon  800-242-5108 ext. 5219
- Estherville: Nancy Sanderson  800-242-5106 ext. 8364
  Jodee Goche  800-242-5106 ext 7990
- Algona: Theresa Waechter  877-807-9583 ext 8525
- Spencer: Jacque Carstens  877-807-9585 ext 8627
- Spirit Lake: Mary Faber  877-807-9584 ext. 6561

Area Resources:

- **Compass Pointe Behavioral Health Prevention**
  Emmetsburg  712-852-3471
  Estherville  712-362-2252
  Spencer  712-262-2952
  Spirit Lake  712-336-5281

- **Alcoholics Anonymous**: [www.aa.org](http://www.aa.org)
  Spirit Lake  712-336-0657
  Spencer  712-262-3654
  Estherville  712-336-0657
  Emmetsburg  712-852-4876/2703

- **Narcotics Anonymous** [www.iowa-na.org](http://www.iowa-na.org)

- **Iowa Substance Abuse Information Center**  800-247-0614

- **Crisis Hotlines**:
  Drug and Alcohol Help Line  866-242-4111
  Suicide Prevention Lifeline  800-273-TALK
  Statewide Crisis Line (24 Hour)  800-332-4224
  Iowa Domestic Abuse Hotline  800-942-0333
  National Institute on Drug Abuse Help Line  800-662-4357

- **Websites with Further Information**:
  Substance Abuse and Mental Health Services Admin: [http://www.samhsa.gov](http://www.samhsa.gov)
  Information for Parent/Teen Discussions [http://www.drugfree.org](http://www.drugfree.org)
  Alcoholism and Drug Intervention & Prevention for College Students [http://www.factsontap.org](http://www.factsontap.org)
  Iowa Regional of Narcotics Anonymous [www.iowa-na.org](http://www.iowa-na.org)
  Alcoholics Anonymous [www.aa.org](http://www.aa.org)
  ULifeline Online Resource for College Mental Health [http://ulifeline.org](http://ulifeline.org)
OTHER COMMUNITY SUPPORT SERVICES:

Mental Health Services

Northwest Iowa Counseling Associates
20 West 4th Street
Spencer, IA 51301
Phone: 712-262-6111
northwestiowacounseling.com

Season’s Center for Behavioral Health
Main office:
201 E 11th Street
Spencer, IA 51301
Phone: 712-262-2922
https://seasonscenter.org/

Estherville office:
826 N 8th St
Estherville, IA 51334
Phone: (800) 242-5101

Emmetsburg office:
717 Broadway
712-852-2922

New Perspectives Counseling -
Kathy Brandt, MSW
20 W. 6th St. Suite #302
Spencer, IA 51301
Phone: 712-580-8306
Email: newperspectives@smunet.net
http://www.kathybrandtcounseling.com/index.html
In-network: Blue Cross Blue Shield, Avera Health, Sanford Health, and private pay

New Horizons Psychiatric Care -
Roxann Hackbarth, MS, PMHNP-BC
1004 21st St. Suite 3
Milford, IA 51351
Phone: 712-338-6911
http://www.nhpsychiatriccare.com/home.html

Bethesda Christian Counseling
(Hope Reformed Church in Spencer) 712-737-2635

Catholic Charities- Spencer/Algona
1111 4th Ave. West
Spencer, IA 51301
Phone: 712-580-4320
Email: info@cathchar.com
http://www.cathchar.com/services/
Contracted with Iowa Medicaid Managed Care:
AmeriHealth Caritas Iowa, Amerigroup Iowa, United Healthcare

Champion State of Mind:
Mental health solutions focused on you-
Amanda Olson, Counselor, MS, LMHC, NCC
508 W Central Ave Ste B
Estherville, IA 51334
Phone: 800-529-0180
Email: aolson@championmind.org
http://www.championmind.org
In-network: Amerihealth, Caritas, Amerigroup, Iowa, Blue Cross/Blue Shield, Cigna,
HealthPartners, Medicaid Iowa, Utd Healthcare

Hope Haven
Manager of Mental Health Services -
April Metzger, LMSW, QMHP
Phone: 712-476-2769
Email: ametzger@hopehaven.org
http://www.hopehaven.org

Spirit Lake - 1710 Gary Ave
712-336-6977

Spencer - 920 S. Grand Ave
712-262-4157 or 1-800-218-8886

Emmetsburg - 3726 450th Ave
712-852-3101

Estherville - 208 N 8th St
(Annex of Estherville Lutheran Church)
712-852-3101

Milford - 1004 22nd St (at Cherish Center)
712-338-3333

Military One Source
For soldiers & families 800-342-9647

Discovery House
1411 Hill Ave, Spirit Lake
712-336-5340

Iowa Mediation Services
Hank Ostwald 712-262-7007

Alcoholics Anonymous
Spirit Lake 712-336-0657
Spencer 712-262-3654

Suicide Hotline
1-800-273-8255
Spencer Psychiatric Services
2016 Hwy Blvd. S, Spencer
712-580-3882

Lutheran Services in Iowa
12 E 5th St.
Spencer, IA 51351
Phone: 888-457-4692
Email: LSIOwa@LSIOwa.org
http://LSIOwa.org/
Emmetsburg – 712-852-9931
Spirit Lake – 712-336-5281
Spencer – 712-262-2952
Accepts Title 19 insurance and private pay

Compass Pointe-Addiction treatment programs
208 N 8th St.
Estherville, IA 51334
Phone: 712-362-2252
http://www.compass-pointe.org/

Grief Support Services
Circle of Care - Diane Sparks
Warner Funeral Home
225 W 3rd St
Spencer, IA 51301
Phone: 712-262-3640
Meets weekly for 6 weeks in the spring and fall

Grief Share - Jo Winkowitch
Okoboji Lakes Bible Conference Community Center
45 S Hwy 71
Arnolds Park, IA 51331
712-332-2883
http://www.griefshare.org

Support Groups
1. Griefshare- Mondays at the Okoboji Lakes Bible and Missionary Conference grounds. Cost of registration is $15, which also includes a workbook. Two 13 week sessions are offered a year. For more information about Griefshare, call 712-332-2883
2. Warner Funeral Home- Grief support groups twice a year. Contact Diane at 712-262-3640 for more information.
3. Cancer Support Group- Meets 1st and 3rd Monday of every month from 7:00pm-8:30pm at the Estherville United Methodist Church. Call Angie Olson at 712-362-6284 or 712-362-9944 for more information.
4. Glimmer of Light- Provides support to grieving moms who have lost an infant. Program runs from September through May and meets at 7:00pm the third Monday of the month at First Presbyterian Church in Spirit Lake. Contact k j johnson@cherishcenter.org for more information.

Additional Online Resources
http://www.hospice.org/
http://griefnet.org/support/sg2.html
http://www.hospicefoundation.org/griefandloss/
http://www.compassionatefriends.org/
CAMPUS SECURITY/WEAPONS/EMERGENCY INFORMATION

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

Reporting of crimes: Any student or staff member of Iowa Lakes who is aware of a criminal act occurring on campus is encouraged to report that crime. Reports after normal business hours and all emergencies should be made directly to local law enforcement officials. During normal business hours, the nonemergency incidents should be reported to the campus dean or supervisor who will be responsible for notification of law enforcement officials, if appropriate, and for completion of an incident report. Emergencies shall be reported directly to the local law enforcement officials.

Weapons Policy: Possession of a weapon or firearm on campus or in a college facility is prohibited, except when required for an approved college course or activity that is supervised by a college employee. Weapons include, but are not limited to: knives with a blade exceeding five inches in length, guns, firearms, BB guns, Tasers, explosives, fireworks or simulations of any such items (devices that appear to be real such as a realistic toy, replica, paint-ball gun, etc.). A weapon may also include an object designed for use or used in a manner to inflict harm or threaten harm to a human being or animal. Current or retired licensed law enforcement professionals with a current permit may carry concealed weapons while on campus. [http://www.iowalakes.edu/policy_library/weapons-policy/](http://www.iowalakes.edu/policy_library/weapons-policy/)

EMERGENCY POLICE, SHERIFF, AMBULANCE OR FIRE – DIAL 911 REMEMBER TO DIAL 9-911 FROM ALL CAMPUS PHONES

<table>
<thead>
<tr>
<th>Location</th>
<th>Hospital, non-emergency</th>
<th>Police, non-emergency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Algona</td>
<td>(515)295-2451</td>
<td>(515)295-3515</td>
</tr>
<tr>
<td>Emmetsburg</td>
<td>(712)852-5500</td>
<td>(712)852-2424</td>
</tr>
<tr>
<td>Estherville</td>
<td>(712)362-2631</td>
<td>(712)362-3515</td>
</tr>
<tr>
<td>Spencer</td>
<td>(712)264-6198</td>
<td>(712)262-2151</td>
</tr>
<tr>
<td>Spirit Lake</td>
<td>(712)336-1230</td>
<td>(712)336-2525</td>
</tr>
</tbody>
</table>

Crisis Line: These numbers may be called by students experiencing problems which need an immediate resolution. These community agencies are designed to assist people in crisis situations.

<table>
<thead>
<tr>
<th>Location</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Algona</td>
<td>(800)479-9071</td>
</tr>
<tr>
<td>Emmetsburg</td>
<td>(712)852-4612</td>
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<tr>
<td>Estherville</td>
<td>(712)362-4612</td>
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<tr>
<td>Spencer</td>
<td>(712)262-4612</td>
</tr>
<tr>
<td>Spirit Lake</td>
<td>(712)336-1255</td>
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</table>
FIRE: Upon the activation of a fire alarm in any college building, occupants are to exit the building immediately via the safest and closest exit.

SECURITY AND ACCESS TO CAMPUS FACILITIES: The custodial staff have primary responsibility for campus security after normal business hours. The college will also use local law enforcement to provide security during periods of time when the potential for security violations or criminal actions is increased.

INFORMATIONAL PROGRAMS ON PREVENTION: Brochures and bulletins about crime prevention will periodically be placed on bulletin boards, in campus housing units and other public places on campus. For more information contact the student senate.

REPORTING OF ACCIDENTS: Accidents that happen on any of the campus sites should be reported directly to that respective office. It is imperative that all accidents be reported and an accident form be filled out as soon as possible. Forms are available at each of the campus sites. Vehicle accidents that involve college vehicles or private vehicles (on college business) must be reported to the executive director of facilities management and must follow the State of Iowa vehicle regulations and laws.

IOWA SEX OFFENDER REGISTRY: Website is located at www.iowasexoffender.com. The purpose of this information is to allow members of the public a means to protect themselves from individuals who have committed an offense that requires registration on the Sex Offender Registry. Actions taken against a registered individual including vandalism of property, verbal or written threats of harm or physical assault against this person, his or her family or employer can result in arrest and prosecution.

JURY DUTY: Should a student be called for jury duty, please note that Iowa law states that anything work or school related will be ‘excused’ and the student will be able to remain in class. Note: Individuals called to jury duty must comply with the request from the court and must supply written notice to the court of ‘school status.’

CANCELLATION OF CLASSES
It is the policy of the college to hold regular classes on all days scheduled on the college calendar. If an emergency develops and classes are cancelled, area radio stations will be asked to announce the closing.

In addition, college students are encouraged to sign up for the Iowa Lakes Alert, an emergency alert system capable of delivering messages to email and cell phones.

Note: If the starting time of a class is prior to the announced time of the ‘late start’ opening of the college, all students are expected to be in class at the announced time of the ‘late start’ opening. Example: 9 a.m. start time. All 8-10 a.m. classes start at 9 a.m.; all 8:30-10 a.m. classes start at 9 a.m.

We will make every effort to include this on our website: www.iowalakes.edu; and the Iowa Lakes Facebook page www.facebook.com/IowaLakesCommunityCollege.

Emergency Information
Employees and students are to sign-up for the Iowa Lakes Alert emergency notification system using Rave Wireless. Please visit www.iowalakes.edu/alert to choose your notification process and update your information. An email reminder will be sent at the beginning of the fall and spring semester to remind students and employees to check and update their personal data. Weather alerts and other emergency communication will be sent via Iowa Lakes Alert.

Severe Weather
Inclement weather: Weather conditions may vary considerably throughout our area. Therefore, each student must personally evaluate the weather conditions in their area and decide how serious the situation is. No student or staff is expected to jeopardize their personal well being or safety to attend classes if weather conditions are marginal. Each student is expected to exercise mature judgment in deciding whether or not to attend classes during inclement weather. Use common sense in all activities and responses. Employees and students are requested not to arrive much before the recommended opening time in order to allow maintenance time to remove snow and to sand when icy conditions exist.
Shelter Areas: All of the buildings of Iowa Lakes Community College have been reviewed by a member of the Emergency Management Office. Suggested thunderstorm & tornado shelter areas are posted throughout the college facilities.

Suggested Shelter Areas:

EMMETSBURG CAMPUS
Farm................................................................. Move to the swine breeding and gestation barn
Main Campus....................................................... Move to interior classrooms, hallways, restrooms and small offices
Children’s Center.......................................................... Move to restrooms
Farm Equipment/Welding Building ............................................................ Move to restrooms & small rooms
Allied Health Building .............................................................. Move to basement
Special Needs Building .............................................................. Move to restrooms or basement
Student Housing /Special Needs Housing .............................................. Evacuate upper floor and go to lower level interior hallways/restrooms
Tech Ed Building .............................................................. Evacuate the upper floor
Wellness Center .............................................................. Move into restrooms, offices and interior classrooms

ESTHERVILLE CAMPUS
Main Campus.............................................................. Move to interior classrooms, hallways, restrooms and small offices
Career Option Bldg.............................................................. Evacuate top floor immediately go to first floor classrooms, hallways and locker rooms
Laker I (Housing) .............................................................. Evacuate upper floor and go to lower level restrooms
Four Plex (Housing) .............................................................. Move to restrooms
Laker II (Housing) .............................................................. Move to lower level basement
Criminal Justice/Forensics Center .............................................................. Move to restrooms and small office rooms
Christensen Activity Center .............................................................. Move to restrooms
Max O Pelzer Student Center .............................................................. Move to restrooms
Wind Energy and Turbine Technology Bldg .............................................................. Move to restrooms and small offices
Aviation Building .............................................................. Move to northeast office
Print Shop .............................................................. Take shelter in restroom or behind counters
Wellness Center .............................................................. Move to locker rooms and restrooms
Central Admin Bldg.............................................................. Move to basement

OTHER LOCATIONS

Algonia Campus .............................................................. Hallways, restrooms and small offices
Spencer Campus .............................................................. Lower level, restrooms, interior classrooms, hallways & small offices
Spencer Housing .............................................................. Move to restrooms
Spirit Lake Campus .............................................................. Hallways, restrooms and small offices

It is important to remind everyone that they are to STAY CLEAR OF GLASS WINDOWS/DOORS.

COMMUNICABLE DISEASES

It is recognized by the college that most persons infected with dangerous and life-threatening diseases should be allowed to continue with their education at the college in an unrestricted manner with approval of their personal physicians. Some students, however, are infected with dangerous and life-threatening diseases which pose a greater risk than others. In these cases, the college will designate a physician to evaluate the student on an ongoing basis to determine the suitability of continued enrollment at the college.

Dangerous and life-threatening diseases with greater risk are those where potential for transmission of the disease-causing agent is present. It is the policy of Iowa Lakes that the benefits of unrestricted enrollment
for any student so infected under normal circumstances outweighs the remote possibility that any such student will transmit such an infection within the college environment. It is recognized that some persons infected with dangerous and life-threatening diseases may pose a greater risk than others. If it is determined that a student can no longer perform educational functions at the college without endangering the health and safety of the student or others and if it is determined that there is a reasonable probability of substantial harm to the student or to others by the continued enrollment of the student at Iowa Lakes, the student may be suspended under the guidelines set out in this policy and procedure.

**Recommendations for Immunization:** The State of Iowa’s Immunization Task Force for Education Students has recommended the following:

Full-time on campus students should have documentation of the following immunizations:

- Two doses measles, mumps, rubella vaccine
- Three doses tetanus diphtheria vaccine with booster every 10 years
- Three doses hepatitis B vaccine
- If the above vaccines are not current, the recommendation is to bring them up-to-date.
- One dose meningococcal meningitis vaccine should be considered.

**Meningitis Information**

**WHAT IS MENINGOCOCCAL DISEASE?**
Meningococcal disease is a rare but potentially fatal bacterial infection. The disease is expressed as either meningococcal meningitis, an inflammation of the membranes surrounding the brain and spinal cord or meningococcemia, the presence of bacteria in the blood.

**WHAT CAUSES MENINGOCOCCAL DISEASE?**
Meningococcal disease is caused by the bacterium Neisseria meningitidis, a leading cause of meningitis and septicemia (or blood poisoning) in the United States. Meningitis is one of the most common manifestations of the disease, although it has been known to cause septic arthritis, pneumonia, brain inflammation and other syndromes.

**HOW IS MENINGOCOCCAL DISEASE SPREAD?**
Meningococcal disease is transmitted through the air via droplets of respiratory secretions and direct contact with an infected person. Direct contact, for these purposes, is defined as oral contact with shared items such as cigarettes or drinking glasses or through intimate contact such as kissing.

**WHAT ARE THE SYMPTOMS?**
The early symptoms usually associated with meningococcal disease include fever, severe headache, stiff neck, rash, nausea, vomiting and lethargy and may resemble the flu. Because the disease progresses rapidly, often in as little as 12 hours, students are urged to seek medical care immediately if they experience two or more of these symptoms concurrently.

**WHO IS AT RISK?**
Evidence found students residing on campus in dormitories appear to be at higher risk for meningococcal disease than college students overall. Further research released by the CDC shows freshmen living in dormitories have a six times higher risk of meningococcal disease than college students overall.

**WHY SHOULD COLLEGE STUDENTS CONSIDER VACCINATION WITH THE MENINGOCOCCAL VACCINE?**
Data from the U.S. Centers for Disease Control and Prevention (CDC) demonstrate increasing incidence of outbreaks on college campuses. Data further suggests that sub-populations of college students are at increased risk for meningococcal disease. Pre-exposure vaccination enhances immunity to four strains of meningococcus that cause 65 to 70 percent of invasive disease and therefore reduces a student’s risk for disease. Development of immunity post-vaccination requires 7-10 days.

**WHO SHOULD BE VACCINATED PRE-EXPOSURE?**
• Entering college students, particularly those living in dormitories or residence halls, who elect to decrease their risk for meningococcal disease.
• Undergraduate students 25 years of age or under who request vaccination in order to decrease their risk for disease and are not pregnant.
• Students with medical conditions that compromise immunity (e.g., HIV, absent spleen, antibody deficiency).
• Students traveling to areas of the world with endemic meningococcal disease.

For additional information contact the Centers for Disease Control and Prevention 800-232-2522 or www.cdc.gov/nip

For Purposes of Determining Whether or not a Student Presents an Unacceptable Risk, the college shall on an annual basis designate an individual physician who has the appropriate qualifications. Evaluations of students infected with dangerous and life-threatening diseases should be performed regularly by the designated physician. If it is subsequently determined by the designated physician that the infected student presents an unacceptable risk and cannot perform the essential educational functions in question without endangering the health and safety of the student or others, the student should be relieved of all duties until such time as a review determines the risk has abated. The plan for periodic review should be established at the time the initial decision is made to exclude the student from further enrollment or attendance at Iowa Lakes.

College policy is that the number of personnel aware of any student’s infected condition should be kept to a minimum and any persons involved in the care and education of any infected student should respect that student’s right to privacy. All records maintained on an infected student shall be confidential.

It is not college policy to require random sampling and screening of students for infection by dangerous and life-threatening diseases. The conditions of this paragraph do not apply if the state epidemiologist determines and the director of public health declares (through the utilization of guidelines established by the Center for Disease Control of the U.S. Department of Health and Human Services) that a person with a condition (related to acquired immune deficiency syndrome) poses a significant risk of transmission of the human immune deficiency virus to other persons in a specific environment.

COMPLAINT PROCESS

STUDENT COMPLAINT:
• must be initiated by the student affected
• signed/identified by student (not anonymous)
• not a request for a decision (e.g. grade change, requirement waiver, etc.)
• not an appeal to re-examine a decision
• not a grievance for which a defined process is provided, including but not limited to the process listed above

Other individuals (parents, relatives, employers, members of the public, etc.) are welcome to contact the Executive Dean of Students jrwilliams@iowalakes.edu or 712-362-7912 for assistance and support in addressing concerns related to the college experience and connections to other college resources.

PROCESS:

Once a formal written student complaint under this process is received by the Executive Dean of Students, an attempt will be made to resolve the issue in a timely manner by working with the student and the appropriate college employees and/or offices to assure a fair process. When appropriate, a complaint may be referred directly to the department involved or to the department it can best be addressed by.

If the student making the complaint has not heard from the Executive Dean of Students, or designee, within five business days of submitting a report, they should contact the Executive Dean of Student's office at 712-362-7912 or jrwilliams@iowalakes.edu. It is important to note after a complaint has been reviewed and an outcome determined, a complaint may be deemed “resolved” even though a student may not be satisfied with the outcome.
In accordance with the Higher Learning Commission Policy FDCR.A.10.030 - Institutional Records of Student Complaints, Iowa Lakes has established the above outlined student complaint procedures. Iowa Lakes is required by law to share information about the complaints with its accrediting agency, the Higher Learning Commission of the North Central Association of Colleges and Schools; however, individual identities will not be revealed without the express permission of the complainant or as required by law.

The Executive Dean of Students office will review the data to identify and trends/issues that warrant further investigation, revision to existing policies, etc.

**SEXUAL HARASSMENT/SEXUAL VIOLENCE COMPLAINTS**

1. **POLICY:** It is the policy of Iowa Lakes Community College, in keeping with efforts to establish an environment in which the dignity and worth of all members of the collegewide community are respected, that sexual harassment/sexual violence of students and employees at Iowa Lakes Community College is unacceptable conduct and will not be tolerated. Sexual harassment/sexual violence may involve the behavior of a person of either gender against a person of the opposite or same gender, when that behavior falls within the definition outlined below:

2. **DEFINITION:** Sexual harassment/sexual violence of employees and students at Iowa Lakes Community College is defined as any unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when:
   a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's academic evaluation or employment.
   b. Submission to or rejection of such conduct is used as the basis for academic decisions or employment affecting that individual.
   c. Acts of domestic violence, dating violence and/or stalking.
   d. Such conduct has the purpose or effect of unreasonably interfering with an individual’s educational experience or work performance or creates an intimidating, hostile or offensive educational or work environment.

3. **EXAMPLES:** The following are examples of sexual harassment:
   - **VERBAL:** sexual innuendo, suggestive comments, insults, threats, jokes or derogatory comments based on gender; sexual propositions or advances; pressure for sexual favors.
   - **NONVERBAL:** posting of sexually suggestive or derogatory pictures, cartoons or drawings, making suggestive or insulting noises, leering, whistling or making obscene gestures.
   - **PHYSICAL:** touching, pinching, squeezing, patting, brushing against body; impeding or blocking normal work or movement; coercing sexual intercourse; stalking or assault.

4. **PROCEDURE FOR FILING & INVESTIGATING A FORMAL COMPLAINT OF HARASSMENT OR VIOLENCE:** The following procedure is established for processing and investigating formal complaints of harassment or violence by a student, faculty member, staff member, administrator, or other college employee because of race, color, religion, creed, sex, sexual orientation, gender, identity, sex stereotyping, marital status, socioeconomic status, military service, national origin, age, disability, and/or any other status protected by federal, state, or local law, including but not limited to cases of alleged domestic violence, dating violence, sexual assault, or stalking and for determining appropriate disciplinary action.

   It is the college’s intent that this procedure will provide a prompt, fair, and impartial investigation and resolution process, will treat the complainant with sensitivity and fairness, will be conducted by college officials who receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation process that protects the safety of victims and promotes accountability, and will provide due process to the accused individual if any disciplinary action is to be imposed. In situations where an accused
individual faces a relating criminal charge, the college reserves the right to proceed with this procedure as to a formal complaint, including any disciplinary action that may be imposed, at the same time that a criminal process may be proceeding.

We will investigate all formal complaints, to take appropriate action based on the weight of the totality of the evidence, against any student, faculty member, staff member, administrator, or other college employee when it is determined that it is more probably true than not that harassment or violence in violation of this policy has occurred. Effective July 1, 2007, the Iowa Civil Rights Act (Iowa Code Chapter 216) was expanded to add sexual orientation and gender identity to the list of protected classes. It is ILLEGAL in Iowa to discriminate against a person because of his/her sexual orientation or gender identity.

5. DOES THE LAW PROHIBIT GENDER-SEGREGATED RESTROOMS? No. It is still legal in Iowa for businesses to maintain gender-segregated restrooms. The 2007 revision to the law does require that individuals are permitted to access those restrooms in accordance with their gender identity, rather than their assigned gender at birth. And, just as non-transgender individuals are entitled to use a restroom appropriate to their gender identity without having to provide documentation and/or response to invasive requests, transgender individuals must also be allowed to use a gender-identity restroom without being harassed or questioned.

6. DOES THE LAW PROHIBIT GENDER-SEGREGATED LOCKER ROOMS AND LIVING FACILITIES? No. Iowa law does not prohibit places of public accommodation from maintaining separate facilities for the different sexes so long as they are comparable. The law does require that individuals be permitted to access those facilities in accordance with their gender identity, rather than their assigned gender at birth without being harassed or questioned.

Confidentiality:
As the college’s procedure for handling formal complaints is initiated and completed, all involved parties will be expected to respect the sensitive nature of the matter and to protect, to the extent possible consistent with the college’s legal obligations, the confidentiality of the complainant, the person accused, and all those involved in the investigation. The college will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the college’s legal obligation to investigate and to take appropriate action. Unless otherwise required pursuant to a legal obligation, only people who need to know will be told and information will be shared only as necessary with investigators, the complainant, the accused individual, witnesses, appropriate Administrators, and the Title IX Coordinator.

Complaint Investigation Procedure:
It is the college’s intent that this procedure will provide a prompt, fair, and impartial investigation and resolution process. The college recognizes that time is of the essence in the investigation, decision making, and appeal process. The college will make every reasonable effort to conclude its full investigation of a formal complaint, decision by the college’s Title IX Coordinator, and processing of any appeal within sixty (60) calendar days from its receipt of a complaint. The college’s Title IX Coordinator will document the reason for extending any specified time period and will provide to the complainant and to the person accused (respondent) periodic written notice of any extension of a specified time period and of the status of the investigation.

The college’s Title IX Coordinator may appoint an assistant to act in her absence and/or to facilitate the timely resolution of a formal complaint.

a. Within two (2) calendar days (excluding weekends and federal holidays) of the receipt of the formal complaint, the college’s Title IX Coordinator shall designate the incident investigating official or officials who will investigate the formal complaint (such individuals shall not be the party charged with having committed the alleged harassment and/or violence.
If the college’s investigator determines to interview the complainant and/or the accused individual, the person so interviewed may elect to have another person present during the interview, including the opportunity to be accompanied by an advisor of his or her choice and at his or her expense. But in no event may such advisor interfere with the interview or disrupt the complaint procedure process provided herein.

b. A written statement from the complainant shall be obtained by the designated investigating official(s) within two (2) calendar days (excluding weekends and federal holidays) of their designation and request complainant have no contact with the respondent pending the investigation. The investigating official will then contact the respondent, inform the person of the basis of the complaint and provide the person an opportunity to respond with a written statement. The investigating official shall specifically request that the respondent have no contact with the complainant pending the investigation. The respondent will then have two (2) calendar days (excluding weekends and federal holidays) from the date of notification to make a written response to the investigating official.

c. Upon receipt of the response(s), the investigating official shall report in writing to the Title IX Coordinator the fact findings of the investigation and shall in writing notify the complainant and the respondent of said written fact finding report within fourteen (14) calendar days (excluding weekends and federal holidays). The college’s Title IX Coordinator shall review the written fact finding report to determine, by the weight of evidence, taking into account the totality of all reported evidence, if it is more probably true than not that harassment or violence in violation of this policy has occurred. Upon completion of the review and determination by the college’s Title IX Coordinator, both the complainant and the respondent shall be notified separately in person and in writing by the college’s Title IX Coordinator of her decision within seven (7) calendar days (excluding weekends and federal holidays) of receiving the investigating officer’s written report. The complainant and the respondent shall be notified if the college’s Title IX Coordinator is unable to meet with them in person within seven (7) calendar days (excluding weekends and federal holidays) and a meeting will be scheduled as soon as possible. The accused and the accuser will receive simultaneous notification, in writing, of the result of any institutional disciplinary proceeding, the institution’s procedures for the accused and the victim to appeal the result, any changes to the result, and when the results become final.

d. If it is determined it is more probably true than not that a violation of college policy has occurred, the college’s Title IX Coordinator will forward her written decision to the administrator with authority to discipline or to make recommendations concerning discipline and who will take or recommend appropriate disciplinary action.

Appeal:
The individuals, either or both parties can appeal in accordance with Board Policy, the Collective Bargaining Agreement, the Student Handbook, or Employee Handbook, whichever applies, may appeal any disciplinary action resulting from this procedure.

No student or employee will suffer retaliation for reporting alleged instances of sexual harassment at Iowa Lakes Community College.
THE INVESTIGATION PROCESS

Incident Reported to Title IX Coordinator

Investigator Interviews all Involved Parties

Complainant

Witness(es)

Respondent

Investigator Completes Investigative Report

Title IX Coordinator Presents Report to Respondent & Complainant

Respondent & Complainant provide Written Response (optional) to report

Review Board Determines Finding Based on Document Review

Respondent Found in Violation and Sanctioned

Potential Appeal

Process Concludes

Respondent Not Found in Violation

Potential Appeal

Process Concludes

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Sexual Abuse/Violence: Iowa Lakes Community College will not tolerate the sexual abuse/violence of students, faculty and/or staff at any of its campuses, facilities and/or activities. It is the policy at Iowa Lakes to provide education to help prevent, facilitate the reporting of and provide information on counseling concerning sexual abuse.

The Crime Awareness and Campus Security Act of 1989 defines sexual abuse as follows:
Sexual abuse is an act of sexual conduct by the use of force or threat of force or where the victim was unable to understand the nature of the act or otherwise unable to give knowing consent. (This definition will vary as this crime is defined in state law.)

WHAT ARE SOME PREVENTION METHODS?
- Remember that “no” means “no”
- Be aware of what’s going on around you
- Stick to well-lighted, populated areas when walking
- Avoid walking alone or in isolated areas
- Lock cars and living areas
- Check the floors and the rear seat area before entering your car
- Communicate your sexual limits firmly and directly to the other person in your relationship
- Follow your instincts. If you feel uncomfortable in a situation, leave it and go to a safe place
- Think in advance how you might react to sexual abuse. Remember everyone has the right to say no to sexual activity

During normal business hours, the alleged crime should be reported to the business office which will be responsible for notification of law enforcement officials, if appropriate, and for completion of an incident report. Reports after business hours and for emergencies should be made directly to local law enforcement officials.

The office of the campus dean, or supervisor, or Title IX Coordinator shall be responsible for responding to these reports and taking the appropriate action.

Where to go for Help: Referral and advocacy services are available for any member of the Iowa Lakes student body, staff or faculty, who believes he/she has been the victim of sexual abuse. Some of the referral and advocacy services are:

Council for the Prevention of Domestic Violence
AVAILABLE 24 HOURS A DAY, 365 DAYS A YEAR.

Algonia (800)479-9071
Emmettsburg (712)852-4612
Estherville (712)362-4612
Spencer (712)262-4612
Spirit Lake (712)336-1255
Family Violence Center, Fort Dodge (515)955-5456
National Victim Center’s Info Link (800)FYI-CALL
Iowa Coalition Against Sexual Abuse (800)942-0333
National Domestic Violence Hotline (800)333-SAFE(7233)

For a complete list of Sex Offenders, go to [https://www.nsopw.gov/](https://www.nsopw.gov/)
CAMPUS SECURITY STATISTICS

Iowa Lakes Community College is required by the Crime Awareness and Campus Security Act of 1990 Public Law 101-542 to provide students and employees with certain data relating to security and crime on campus.

### Criminal Offenses (Occurrences)

#### ON-CAMPUS

<table>
<thead>
<tr>
<th>Year</th>
<th>Murder/Non-Negligent Manslaughter</th>
<th>Negligent Manslaughter</th>
<th>Sex Offenses Forcible - Rape</th>
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#### RESIDENCE HALLS

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### Hate Offenses (Occurrences)

Occurrences that manifest evidence of prejudice based on race, religion, sexual orientation, gender, disability or ethnicity.

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### VAWA Offenses

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### PUBLIC PROPERTY

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### Arrest (Occurrences)

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</tr>
<tr>
<td>------</td>
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<td>------------</td>
</tr>
<tr>
<td></td>
<td>Carry, Possessing, etc.</td>
<td>Violations</td>
<td>Violations</td>
</tr>
<tr>
<td>Algona</td>
<td>14 15 16</td>
<td>14 15 16</td>
<td>14 15 16</td>
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<tr>
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<td>14 15 16</td>
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<td>14 15 16</td>
</tr>
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<tr>
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**Public Property**

<table>
<thead>
<tr>
<th>Year</th>
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<th>Liquor Law</th>
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<td>Violations</td>
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**Campus Disciplinary Actions/Judicial Referrals**

**On-Campus**

<table>
<thead>
<tr>
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<th>Liquor Law</th>
</tr>
</thead>
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<tr>
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<td>5 5 6</td>
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<td>4 0 14</td>
<td>19 30 18</td>
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<td>2 0 0</td>
<td>1 11 5</td>
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**Residence Halls**

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<th>Liquor Law</th>
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**Non-Campus**

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<th>Liquor Law</th>
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</thead>
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<td>Violations</td>
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<td>0 0 0</td>
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<tr>
<td>Emmetsburg</td>
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<td>0 0 0</td>
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<tr>
<td>Estherville</td>
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<td>0 0 0</td>
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<tr>
<td>Spencer</td>
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**Public Property**

<table>
<thead>
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<th>Drug Law</th>
<th>Liquor Law</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Violations</td>
<td>Violations</td>
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<tr>
<td>Emmetsburg</td>
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<tr>
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<tr>
<td>Spencer</td>
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</tr>
<tr>
<td>Spirit Lake</td>
<td>0 0 0</td>
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<td>0 0 0</td>
</tr>
</tbody>
</table>

Thefts from college property and vehicles in the parking lot are reported each year. All faculty, staff and students are encouraged to take appropriate precautions with property and to lock their vehicles.
## Unfounded Crimes

The total number of crimes that were unfounded. If a reported crime is investigated and found to be false or baseless, the crime is considered “unfounded. Counted in the year in which the crimes were originally reported.

<table>
<thead>
<tr>
<th>Year</th>
<th>14</th>
<th>15</th>
<th>16</th>
</tr>
</thead>
<tbody>
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<td>0</td>
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<tr>
<td>Emmetsburg</td>
<td>3</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Estherville</td>
<td>0</td>
<td>0</td>
<td>5</td>
</tr>
<tr>
<td>Spencer</td>
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<td>0</td>
</tr>
<tr>
<td>Spirit Lake</td>
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## Fire (Residence Halls Only)

Fire Statistics

<table>
<thead>
<tr>
<th>Year</th>
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<th>16</th>
</tr>
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<tbody>
<tr>
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<td>0</td>
</tr>
<tr>
<td>Emmetsburg</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Estherville</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Spencer</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Spirit Lake</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

## Tobacco Possession

(In an effort to enforce the state tobacco laws, we report those referred to law enforcement due to noncompliance.)

<table>
<thead>
<tr>
<th>Year</th>
<th>14</th>
<th>15</th>
<th>16</th>
</tr>
</thead>
<tbody>
<tr>
<td>Algona</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Emmetsburg</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Estherville</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Spencer</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Spirit Lake</td>
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</tbody>
</table>

## Missing Student

Missing Students

<table>
<thead>
<tr>
<th>Year</th>
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<th>15</th>
<th>16</th>
</tr>
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<tbody>
<tr>
<td>Algona</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Emmetsburg</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Estherville</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Spencer</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Spirit Lake</td>
<td>0</td>
<td>0</td>
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</tr>
</tbody>
</table>
STUDENT RIGHT-TO-KNOW:

Iowa Lakes Community College is pleased to provide the following information regarding our institution’s graduation/completion rates. The information is provided in compliance with the Higher Education Act of 1965, as amended. The rates reflect the graduation and completion status of students who enrolled during the 2013-2014 college year and for whom 150% of the normal time-to-completion has elapsed.

During the fall semester of 2013, 410 first-time, full-time, certificate or degree-seeking Undergraduate students entered Iowa Lakes Community College. After 3 years, as of May 11, 2017 36% of these students had graduated from our institution or completed their program.

Questions related to this report should be directed to: Barb Grandstaff, Registrar, at (712) 362-7923.

### ALL STUDENTS

<table>
<thead>
<tr>
<th>Group</th>
<th>Starting</th>
<th>Men</th>
<th>Gr-Con</th>
<th>% Comp.</th>
<th>Women</th>
<th>Gr-Con</th>
<th>% Comp.</th>
<th>Total</th>
<th>Gr-Con</th>
<th>% Comp.</th>
</tr>
</thead>
<tbody>
<tr>
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<td>15</td>
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<td>7%</td>
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<td>0</td>
<td>0%</td>
<td>17</td>
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<td>6%</td>
</tr>
<tr>
<td>Am. Indian</td>
<td>3</td>
<td>0</td>
<td>0%</td>
<td></td>
<td>1</td>
<td>0</td>
<td>0%</td>
<td>4</td>
<td>0</td>
<td>0%</td>
</tr>
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<td>-</td>
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<td>0</td>
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</tr>
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<td>13%</td>
<td></td>
<td>12</td>
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<td>43%</td>
<td>324</td>
<td>139</td>
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<td></td>
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<td>0%</td>
<td>21</td>
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<tr>
<td>Total</td>
<td>241</td>
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<td>33%</td>
<td></td>
<td>169</td>
<td>69</td>
<td>41%</td>
<td>410</td>
<td>149</td>
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### STUDENT ATHLETES *

<table>
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<tr>
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<th>Starting</th>
<th>Men</th>
<th>Gr-Con</th>
<th>% Comp.</th>
<th>Women</th>
<th>Gr-Con</th>
<th>% Comp.</th>
<th>Total</th>
<th>Gr-Con</th>
<th>% Comp.</th>
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<td>-</td>
<td>1</td>
<td>0</td>
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</tr>
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<td>0%</td>
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<td>0</td>
<td>0%</td>
<td>10</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>White</td>
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<td>7</td>
<td>39%</td>
<td></td>
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<td>12</td>
<td>55%</td>
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<td>25%</td>
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<td>13</td>
<td>38%</td>
<td>80</td>
<td>26</td>
<td>33%</td>
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### STUDENT ATHLETES (MEN)

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<th>% Comp.</th>
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<th>% Comp.</th>
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<td>1</td>
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</tr>
<tr>
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<td>50%</td>
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<td>0%</td>
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<td>13</td>
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<td>38%</td>
<td>26</td>
<td>6</td>
<td>23%</td>
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</table>

### STUDENT ATHLETES (WOMEN)

<table>
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<th>Other</th>
<th>Gr-Con</th>
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<td></td>
<td>2</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
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<td>-</td>
<td></td>
<td>0</td>
<td>0</td>
<td>-</td>
</tr>
<tr>
<td>Asian</td>
<td>0</td>
<td>0</td>
<td>-</td>
<td></td>
<td>0</td>
<td>0</td>
<td>-</td>
</tr>
<tr>
<td>Black</td>
<td>6</td>
<td>0</td>
<td>0%</td>
<td></td>
<td>1</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
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<td>0</td>
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<td></td>
<td>2</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>White</td>
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<td>2</td>
<td>50%</td>
<td></td>
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<td>56%</td>
</tr>
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<td>1</td>
<td>100%</td>
<td></td>
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<td>0</td>
<td>-</td>
</tr>
<tr>
<td>Total</td>
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<td>27%</td>
<td></td>
<td>23</td>
<td>10</td>
<td>43%</td>
</tr>
</tbody>
</table>

* Iowa Lakes Community College awards athletically related aid to more than listed on this report. However, the cohort group defined in the law, requires that some students not be listed.
DUE PROCESS PROCEDURES

STUDENT COMPLAINT:

- must be initiated by the student affected
- signed/identified by student (not anonymous)
- not a request for a decision (e.g. grade change, requirement waiver, etc.)
- not an appeal to re-examine a decision
- not a grievance for which a defined process is provided, including but not limited to the process listed above

Other individuals (parents, relatives, employers, members of the public, etc.) are welcome to contact the Executive Dean of Students jrwilliam@iowalakes.edu or 712-362-7912 for assistance and support in addressing concerns related to the college experience and connections to other college resources.

PROCESS:

Once a formal written student complaint under this process is received by the Executive Dean of Students, an attempt will be made to resolve the issue in a timely manner by working with the student and the appropriate college employees and/or offices to assure a fair process. When appropriate, a complaint may be referred directly to the department involved or to the department it can best be addressed by.

If the student making the complaint has not heard from the Executive Dean of Students, or designee, within five business days of submitting a report, they should contact the Executive Dean of Student's office at 712-362-7912 or jrwilliam@iowalakes.edu. It is important to note after a complaint has been reviewed and an outcome determined, a complaint may be deemed “resolved” even though a student may not be satisfied with the outcome.

In accordance with the Higher Learning Commission Policy FDCR.A.10.030 - Institutional Records of Student Complaints, Iowa Lakes has established the above outlined student complaint procedures. Iowa Lakes is required by law to share information about the complaints with its accrediting agency, the Higher Learning Commission of the North Central Association of Colleges and Schools; however, individual identities will not be revealed without the express permission of the complainant or as required by law.

The Executive Dean of Students office will review the data to identify and trends/issues that warrant further investigation, revision to existing policies, etc.

Institutional Records of Student Complaints

To comply with federal regulations, the college maintains records of formal, written student complaints filed with the offices of the chief executive officer, the executive dean of instruction and development or the dean of students. These records will be maintained in the office of the dean of students.

The following outlines the due process procedures to be followed by Iowa Lakes Community College. The Fifth Amendment of the Constitution prohibits the federal government, and the Fourteenth Amendment prohibits any state, from “depriving” any person of life, liberty or property without due process of law. State action includes action by a public institution of higher education and liberty includes a student’s interest in obtaining an education (Buss, 1971). There is no specific definition of due process, though it basically refers to procedures being fundamentally fair.

In all situations, procedural fair play requires that the students be informed of the nature of the charges against him/her, that he/she be given a fair opportunity to refute them, that the institution not be arbitrary in its actions and that there be provision for appeal of a decision. Administrative responsibility for the establishment and enforcement of policies governing student conduct and disciplinary action has been delegated by the college president or designated representative to the campus dean or supervisor.

SPECIFICITY OF RULES: The institution has an obligation to clarify those standards of behavior which it considers essential to its educational mission and its community life.
EQUAL OPPORTUNITY/NON-DISCRIMINATION STATEMENT

It is the policy of Iowa Lakes Community College not to discriminate on the basis of race, color, national origin, sex, disability, age employment, sexual orientation, gender identity, genetic information, creed, religion and actual or potential parental, family or marital status in its programs, activities, or employment practices 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.).

If you have questions or complaints related to compliance with this policy, please contact Kathy Muller, EOE Officer, 19 South 7th Street, Estherville, IA 51334, 712-362-0433, kmuller@iowalakes.edu, or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661, phone number 312-730-1560, fax 312-730-1576.

 Discrimination Complaint Process

STEP ONE: Iowa Lakes Community College requires that aggrieved persons who believe they have been discriminated against because of gender, race, national origin, creed, age, marital status, disability, genetic information or any other characteristics protected by applicable law submit a written complaint to the Equal Employment Opportunity/Affirmative Action (EEO/AA) Officer (Kathy Muller, 712-362-0433) within thirty (30) calendar days of the occurrence of the event or situation. The written complaint should contain the date of the occurrence, location, party or parties involved, names of witnesses, the facts and/or rationale of the complaint and the corrective action sought.

STEP TWO: The EEO/AA Officer (Kathy Muller, 1-712-362-0433) will make a complete inquiry into the complaint and provide a written summary to the complainant within thirty (30) calendar days of receipt of the complaint. The summary will include a thorough and documented review of the circumstances under which the alleged discrimination occurred.

STEP THREE: The EEO/AA Officer (Kathy Muller, 1-712-362-0433) will make recommendations for resolution of the complaint. If a satisfactory resolution can be arrived at, the terms of the resolution will be documented in writing and made part of the complaint file and copies provided to the parties involved.

STEP FOUR: If a satisfactory resolution has not been arrived at, the complainant will have ten (10) calendar days to request, in writing, that the college president review and adjudicate the complaint. The president or designated representative will review the complaint and within ten (10) calendar days take appropriate action to resolve the matter.

STEP FIVE: All aggrieved persons are encouraged to process complaints of discrimination through the internal procedures established for this purpose. However, the complainant may seek remedy at any time from the Iowa Civil Rights Commission, The Federal Equal Employment Opportunity Commission or other appropriate agencies. The complaint must be filed within 180 days of the alleged discrimination. The complainant may withdraw the complaint at any time and resolution may be reached at any step of the process.

ACADEMIC YEAR AND CREDIT INFORMATION

The unit of college credit is the semester hour. A semester hour of credit is normally given for a minimum of one academic hour of classroom work for each week of the semester, two hours of scheduled laboratory work, three hours of scheduled clinical practice or four academic hours of scheduled work experience or the equivalent.
Options in Credit and Grading
A change from credit to audit or audit to credit status may be made during the first two weeks of a term if the permission of the director of records and registration is granted. A change from traditional to pass/no credit (P/Q) grading may also be made during the first two weeks of a term if the instructor and director of records and registration approve. Some restrictions apply; see the section on “grading system.” A shorter option period applies for shorter terms.

Classification of Credit Students:
FRESHMAN: a student who has completed fewer than 30 semester credits.
SOPHOMORE: a student who has completed 30 or more semester credits.
FULL-TIME: a student carrying 12 or more credits of college work in a regular term. Veterans must carry 12 or more hours to qualify for full educational benefits.
HALF-TIME: a student carrying six or more credits of college work in a regular term.

Registration
Registration consists of deciding which classes to take with guidance from the advisor plus payment of tuition and fees to the college. Please refer to the “How to Enroll” section in the Registration Guide.

CHANGES IN REGISTRATION: Please refer to the registration guide online http://www.iowalakes.edu/registrar_office/course_schedules/

Credit Loads - Fall/Spring Terms
A liberal arts student may register for up to 19 credits if the previous term’s GPA was 2.50 or better; up to 21 credits if the last term’s GPA was 3.50 or better. A student is limited to 18 credits or less if the previous term’s GPA was between 1.50 and 1.99 and limited to 12-14 credits or less if the previous term’s GPA was less than 1.50. A liberal arts student on strict probation will be restricted to 12-14 credits. Students in vocational or technical programs may take the amount of credit required for the program each term.

Credit Loads - Summer Terms
A student may register for up to 12 credits. For both first and second session courses a student may register for up to 6 credits.

A student may appeal the credit load restriction by preparing a written petition stating the reasons for the proposed exception, securing the signed consent of the faculty advisor and presenting the petition to the director of records and registration at least three days before the last day to add a course in a term.
Grading System:
Grades are based on students’ levels of achievement in those courses in which they enroll. The following scale is used at Iowa Lakes:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Honor Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
</tbody>
</table>

Grades for courses with no attempted credits which do not count toward the grade point average:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Symbol</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>P</td>
<td>pass</td>
<td>pass</td>
</tr>
<tr>
<td>Q</td>
<td>no pass</td>
<td>no pass</td>
</tr>
<tr>
<td>T</td>
<td>credit for testing</td>
<td>credit for testing</td>
</tr>
<tr>
<td>L</td>
<td>credit for experiential learning</td>
<td>credit for experiential learning</td>
</tr>
</tbody>
</table>

Other grade symbols which earn no credits or honor points:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Symbol</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>incomplete</td>
<td>incomplete</td>
</tr>
<tr>
<td>W</td>
<td>withdrawn</td>
<td>withdrawn</td>
</tr>
<tr>
<td>N</td>
<td>audit</td>
<td>audit</td>
</tr>
<tr>
<td>X</td>
<td>repeated course (does not figure into GPA)</td>
<td>repeated course (does not figure into GPA)</td>
</tr>
</tbody>
</table>

Repeating Courses
Only the last grade (ABCDF) will count for GPA and credit. The previous grade is replaced with an “X” to indicate it is a repeat and no longer counts for GPA and credit.

Mid-term temporary grades are distributed to students through advisors at the middle of each regular semester. Final grades are available to students through WebAdvisor. Students who would like grades mailed must make that request to the records office each academic term. The college may also send grades for Postsecondary Enrollment Option students to the high school.

Graduation
Candidates for graduation must complete an application for graduation in order to receive their diploma. Students who do not complete requirements for graduation in the term for which they applied must submit a new application. Students who plan to participate in one of the annual commencement ceremonies must indicate their intent on the application for graduation. There is no graduation fee. Students who plan to receive more than one degree, diploma or certificate need to complete a graduation application for each program. The graduation application is available at your “My Iowa Lakes” portal page by going to the “Important Dates to Remember,” click on the Graduation Application Date to go to the application; or go to www.iowalakes.edu, click “Current Students” in the upper left hand corner, and select “Apply for Graduation” under the “Academics” column. If you are planning to attend the ceremony, please get measured at the campus business office before you fill out the application.
The graduation application should be completed by the following dates:

- Fall: October 1
- Spring: February 1
- Summer: June 1

Commencement ceremonies are held at the end of the spring and summer terms. Students who graduate at the end of fall are invited to participate in the annual commencement ceremony in May. Participation in commencement ceremonies is free of charge.

Degrees, Diplomas and Certificates
Iowa Lakes Community College awards degrees, diplomas and certificates to those individuals who successfully complete programs in arts and science, career option, vocational, technical or continuing education areas. The following degrees are awarded for college credit two-year programs: Associate of Arts, Associate in Science and Associate in Applied Science. Diplomas are awarded for college credit vocational and technical programs of less than two years duration. To be eligible for a degree or diploma in a credit program, a student must complete the last 15 credits before graduation in courses taken at Iowa Lakes. Certificates are issued to students who complete program requirements.

MAJOR/ADVISOR CHANGE PROCESS
Individuals who would like to change their major and/or advisor are asked to see the records office. They will assist in assigning and meeting a new advisor, as well as helping students fill out the necessary paperwork.

PAYMENT OF TUITION AND FEES
Students are encouraged to make full payment of tuition and fees by the first day of classes each term. Debit cards, VISA, MasterCard and Discover credit cards are accepted for payment of tuition, fees and bookstore charges. You may also provide information for automatic withdrawals from your checking/savings accounts. For those for whom full payment is not possible, a deferred payment plan is available. Textbook charges and aviation flight fees may not be deferred.

DEFERRED PAYMENT PLAN: Our payment plan offers students the opportunity to pay for tuition and fees in installments. We have partnered with Facts Tuition Management to offer this opportunity. For more information, go to [http://www.iowalakes.edu/financial_aid/tuition_payment_options/](http://www.iowalakes.edu/financial_aid/tuition_payment_options/).

IF FINANCIAL AID IS PENDING but the college has not received formal notice of eligibility from the processor or if all requirements are not completed by the student and/or parents, the student must pay tuition and fees in full or by the deferred payment plan. If financial aid has been delayed by an error or omission on the part of the college and it appears that sufficient aid to cover costs will be forthcoming, tuition and fee payment and textbook charges may be placed on a deferred payment plan. A student who is on financial aid Extended Probation must pay fees in full or by the deferred payment plan.

IF A THIRD-PARTY PAYMENT IS EXPECTED on behalf of a student, a contract or other written notification acceptable to the college must be received by the college by the first day of classes in a term. If not, the student must be prepared to pay tuition and fees in full or by the deferred payment plan.

If a payment for tuition and fees is not received by the college by the due date, the college may drop the student from all classes with an “administrative drop.” The student may not attend classes until payment of overdue tuition and fees and a $25.00 reinstatement fee are received.

OFFSET PROGRAM:
Iowa Lakes Community College participates in the DAS (Department of Administrative Services) Offset Program. Participation in the Offset Program is an attempt to collect a past due account. It allows Iowa Lakes Community College to offset state payments, for example state tax returns, but is not limited to tax returns.

INDEBTEDNESS POLICY: No student may register in any new term who has a prior indebtedness to the college, and official transcripts and diplomas will be withheld.
ACADEMIC POLICIES AND PROCEDURES

Transfer of Credit and Other Ways of Earning Credits
Iowa Lakes will accept credit from other institutions of higher education and will grant credit for other forms of extra institutional learning if such credit is determined to be generally equivalent to the credit awarded for work in residence at Iowa Lakes, can be documented in an appropriate manner, and applies to the student’s program of study and toward his or her educational goals.

One of the other methods includes test out, such as the College Level Examination Program (CLEP). Credit accepted at Iowa Lakes in transfer will not necessarily transfer to another institution in the same manner because most colleges evaluate transfer credit themselves. In addition, credit granted at Iowa Lakes for test out, experiential learning or other non-traditional forms of instruction may transfer if it qualifies under the policies and procedures for granting such credit at the receiving institution.

Working closely with an advisor and any college or university to which a student wishes to transfer will be important to the planning process. Students are responsible for taking the course they need to meet their graduation and transfer requirements, but advisors can help smooth the process.

Additional information is available from a counselor’s office, the Success Center, the records office and from campus dean or supervisor or advisors.

Student Academic Honesty Policy
Iowa Lakes Community College believes that personal integrity and academic honesty are fundamental to scholarship. Iowa Lakes strives to create an environment where the dignity of each person is recognized and an atmosphere of mutual trust exists between instructors and students. The faculty have confidence in the integrity of the students and encourage students to exercise good judgment in fulfilling this responsibility.

Actions contrary to academic integrity will not be tolerated. Activities that have the effect or intention of interfering with learning or fair evaluation of a student’s work or performance are considered a breach of academic integrity. Examples of such unacceptable activities include, but are not limited to:

- Cheating (intentionally using or attempting to use unauthorized material, assistance or study aids in any academic work). For example, using a cheat sheet for a test, looking at another student’s paper during an exam, stealing or buying all or parts of an exam or paper, altering and resubmitting work for a better grade without prior approval to do so, etc.
- Plagiarism (representing another’s ideas, words, expressions or data in writing or presentation without giving proper credit, failing to cite a reference or failing to use proper documentation, using works of another gained over the Internet and submitted as one’s own work).
- Falsification and/or misrepresentation of data (submitting contrived or made-up information in any academic exercise). For example, making up data, citing non-existent sources, etc.
- Facilitating Academic Dishonesty (knowingly helping or attempting to help another violate any provision of the academic honesty policy). For example, working together on a take-home exam or other assignment when the option has not been made available, giving a paper/assignment to another student for his/her use, etc.
- Multiple Submission (submitting, without prior approval from the instructor involved, any work submitted to fulfill academic requirements in another class). For example, submitting the same paper for two different classes, etc.
- Unfair Advantage (trying to gain unauthorized advantage over fellow students). For example, gaining or facilitating unauthorized access to exam materials (past or present); interfering with another student’s efforts in an academic exercise; lying about the need for an extension on a paper or assignment; destroying, hiding, removing or keeping library materials, etc.

Disciplinary Action
Any violation of this policy will be treated as a serious matter. The instructor has primary responsibility over classroom behavior and maintaining academic integrity. Students who earn an “F” based on any violation of the Student Academic Honesty Policy may not withdraw from the class (and receive a grade
of W). Depending on the nature and severity of the offense, Iowa Lakes Community College reserves the right to exercise disciplinary action as outlined in the Disciplinary Action Section of the Student Handbook.

Classroom Performance
In the classroom, student performance should be evaluated on an academic basis, not on opinions or conduct matters unrelated to academic standards.
- Students should be able to express their views in any course but are responsible for learning course content.
- Student protection from prejudiced or capricious academic evaluation will be enforced through a due process procedure.
- Students should be protected from unprofessional disclosure of their views, beliefs and political associations. Information which staff members acquire in the course of their work as instructors, advisors and counselors is to be considered confidential.
- Instructors shall inform students at the beginning of each course the course content, objectives, how students will be evaluated, on what criteria, and when evaluation will be done.

Individual Responsibilities
Iowa Lakes Community College expects all students to conduct themselves under all circumstances in a responsible manner.
- Students are expected to observe the policies of the college and the laws of the city, state and federal governments.
- Students are subject to disciplinary action for violation of college policies or regulations which have been published and are readily available to the student.
- No pets are allowed in the college buildings.
- Because of the potential distraction to other students, students are not allowed to bring children to classes or into any other academic learning environment.

PRIVACY OF RECORDS
The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:
1. The right to inspect and review the student’s education records within 45 days of the day the college receives a request for access. A student should submit to the director of records and registration/registrar or other appropriate official a written request that identifies the record(s) the student wishes to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the registrar, the registrar shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading. A student may ask the college to amend a record that the student believes is inaccurate or misleading. The student should write to the college official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it is inaccurate or misleading. (Note: FERPA was not intended to provide a process to be used to question substantive judgments which are correctly recorded. The rights of challenge are not intended to allow a student to contest, for example, a grade in a course because the student felt a higher grade should have been assigned.) If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to college officials with legitimate educational interests. A college official is a person employed by the college in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel and health staff, if any); a person or company with whom the college has contacted (such as an attorney, auditor or collection agent); a person...
serving on the college board of trustees or a student serving on an official committee, such as a discipline
or grievance committee, or assisting another college official in performing his or her tasks. A college
official has a legitimate educational interest if the official needs to review an education record in order to
fulfill his or her professional responsibility. Upon request, the college discloses education records without
consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures of
Iowa Lakes Community College to comply with the requirements of FERPA. The name and address of
the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of
Education, 400 Maryland Avenue SW, Washington, DC 20202.

**STUDENT RECORDS**

- Academic and disciplinary records are kept separate.
- Academic records contain only information about the student’s academic status.
- Records are not available to unauthorized personnel on- or off-campus except as provided by law. For
example, records may be released with the student’s written permission, under legal compulsion or if
the release is necessary to protect the safety of people or property.
- Administrative and clerical staff will respect confidential information about students which they
may acquire in the course of their work.

**Directory Information**

Iowa Lakes considers the following to be directory information and will release it unless the student
requests the college not to do so by the end of the second week of classes each term thereafter: name,
addresses, telephone numbers, e-mail address, date of birth, major field of study, classification, participa-
tion in officially recognized activities and sports, weight and height of members of athletic teams, dates of
attendance, degrees and awards received, academic honors awarded, and the most recent previous educa-
tional agency or institution attended.

Any request to limit directory information must be made to the director of records and registration.
The college will not notify a student of requests for directory information if the student has requested
withholding it; Iowa Lakes will not be responsible if disclosure would have been to the student’s benefit.
Students not currently enrolled may not restrict directory information. Directory information is released
only on an individual basis; lists of students are not available.

**Campus Photographs**

All photographs/digital images or broadcast media taken of individuals involved in class, class/club activities,
athletics activities or on the grounds of Iowa Lakes Community College are considered to be public and may
be used for, but not limited to, publication, website and advertising. No claim of any kind may be made by
the student. The college will honor all requests for limitation of usage of photographs/digital images or broadcast
media if made in writing at the time the photograph/digital image or broadcast media is taken.

**Surveillance Cameras**

A number of surveillance cameras are located on the Estherville campus for Criminal Justice students to
use as part of classroom work. In addition, other campuses also have some surveillance cameras installed.
These cameras are reviewed on and off campus or by the police.

**TRANSCRIPTS**

A transcript of credit courses taken at Iowa Lakes Community College is issued to a third party only upon writ-
ten request by the student. Forms for this purpose are available at all campuses as well as the college website:
[www.iowalakes.edu/registrars_office/transcripts/](http://www.iowalakes.edu/registrars_office/transcripts/). A signed letter is also acceptable and may be sent by mail or
facsimile (FAX). Transcripts are normally sent out within a few days of the request; at the end of a term, it takes
longer to post grades and degrees on records. Transcripts are processed at the Estherville campus.

**Iowa Lakes Records**

300 South 18th Street
Estherville, IA 51334
712-362-7922, 800-242-5106
FAX 712-362-8363

There is no charge for transcripts sent by regular mail service.

Transcripts are not released if the student has an overdue
financial obligation to the college.
TRANSFER TO OTHER INSTITUTIONS

Students who plan to transfer to another institution after the completion of their study at Iowa Lakes should plan early to meet the requirements of the institution to which they plan to transfer. Iowa Lakes advisors and counselors will help students meet their educational goals. Students are also urged to work closely with the school to which they will transfer to be sure that courses will transfer and that requirements will be met. Transfer information is available at the Iowa Lakes Community College website: http://www.iowalakes.edu/educational_counseling_services/transfer_planning/.

Students who plan to transfer to a four-year college should be aware that many schools have increased the level of mathematics competency required for graduation to the level of college algebra or higher. This requirement also applies to community college graduates with the A.A. degree, even though the A.A. degree may meet the four-year college general requirements. Some colleges are now requiring a foreign language and some require that science courses also include laboratory work. Students who take college level work as high school students who use the credit for high school graduation requirements should be aware that some colleges will not also allow that credit to count toward a college degree.

Credit granted at Iowa Lakes for test out, experiential learning or other non-traditional forms of instruction may transfer if it qualifies under the policies at the receiving institution. An official transcript of Iowa Lakes work should be sent to the transfer institution when the school asks for it.

Additional information is available from advisors, counselors, the Success Center or the records office.

REVERSE TRANSFER OPTIONS

Students can earn their associate degree or certificate from Iowa Lakes Community College after transferring to a four-year university.

How to Initiate a Reverse Transfer:

On applications to the University of Iowa, Iowa State University, and the University of Northern Iowa, check the box for “Reverse Transfer Transcript Release Form”. By doing so, the student agrees to have his/her university transcript sent back to Iowa Lakes free of charge for the first two terms of enrollment at the university. Students choosing to attend any other four-year institution may also initiate a reverse transfer. They should start by contacting the College Registrar.

Earning an associate degree or certificate can help individuals earn more money, edge out the competition, and set an example for our future.

Additional information is available from an advisor or contact Cody Alesch, College Completion Specialist, to discuss the details and explore your options about reverse transfer - calesch@iowalakes.edu or call 712-362-7936.
ACADEMIC ADVISING CALENDAR AND CHECKLIST

August/September
- New student – attend College 101 day, and make an appointment to visit your academic advisor.
- Returning student – make contact with your academic advisor.
- If this is your last semester, talk to your academic advisor about applying for graduation, your career plans, and/or transfer plans.

October
- Make an appointment with your academic advisor to review your Academic Evaluation and your plan for next semester.
- Talk to your academic advisor about Fast Track courses and Winterim courses.
- Discuss midterm grades with your academic advisor.
- Register.

January
- New student – attend College 101 day, and make an appointment to visit your academic advisor.
- Returning student – make contact with your academic advisor.
- If this is your last semester, talk to your academic advisor about applying for graduation, your career plans, and/or transfer plans.
- Complete taxes and FAFSA, and begin scholarship applications.

March
- Make an appointment with your academic advisor to review your Academic Evaluation and your plan for next semester.
- Talk to your academic advisor about summer, fall, and Fast Track courses.
- Discuss midterm grades with your academic advisor.
- Register.
- Complete scholarship applications.

How can my academic advisor help me?
- Assist me with making an educational plan that fits with my educational/career goals.
- Show me how to access the Portal/WebAdvisor, and how to register.
- Review my Academic Evaluation to make sure I am taking classes in the right sequence, and I am on track to graduate.
- Inform me of conferences, internships, and scholarship opportunities.
- Offer transfer assistance to another institution.
- Refer me to other campus resources such as Educational Counselors, Career Resource Center, Tutoring, TRIO-SSS, the Success Center, or the Records Office.
- Guide and give input for my educational decisions.

Academic Advisor’s Name: _____________________________________________________________
Phone Number: ____________________________ Email Address: _____________________________
Office Number: ____________________________

If your academic advisor is not available, please stop in the Success Center or see an Educational Counselor.
VOTER REGISTRATION

http://sos.iowa.gov/elections/voterinformation/voterregistration.html

To vote in Iowa, you must be registered to vote. To qualify to register to vote, you must be:

• A U.S. citizen,
• An Iowa resident, and
• At least 17 1/2 years old (must be 18 years old by election day to vote.)

You cannot:

• Be a convicted felon (unless your voting rights have been restored),
• Be judged mentally incompetent to vote by a court, or
• Claim the right to vote in any other place.

In this section, you will find information about voter registration in Iowa.

• Am I Registered to Vote? https://sos.iowa.gov/elections/voterreg/regtovote/search.aspx
• If you are not registered to vote in Iowa, learn how to pre-register http://sos.iowa.gov/elections/voterinformation/preregister.html
• Know the requirements to register to vote on election day http://sos.iowa.gov/elections/voterinformation/edr.html
• Learn how to update your registration http://sos.iowa.gov/elections/voterinformation/updaterereg.html
• Understand the restoration of rights process http://sos.iowa.gov/elections/voterinformation/restorerights.html
• Find answers to frequently asked questions http://sos.iowa.gov/elections/voterinformation/regfaq.html

Emergency Alerts sent right to YOUR PHONE. JOINING IS FREE and there's never any spam.
**STATE OF IOWA OFFICIAL VOTER REGISTRATION FORM**

Revised 4/7/2016

In Iowa, you are not qualified to vote if you have been convicted of a felony and have not received a restoration of voting rights. You may apply to the Governor to restore your voting rights.

| Qualifications | 1. Are you a citizen of the United States? | Yes | No |
|                | 2. Will you be 18 years of age on or before Election Day? | Yes | No |

If you answered “No” to either of these questions, do not complete this form.

| ID Number | IA driver’s license #: |   |
|           | IA non-operator ID #: |   |
|           | Last 4 digits of Social Security number: XXX – XX – ___________ ___________ |
|           | I do not have an IA driver’s license, non-operator ID, or Social Security number. |   |

| Additional Information | Date of Birth (month, day, year) |   |
|                       | Sex | Male | Female |
|                       | Phone and/or Email (optional) |   |

| Your Name | Last |   |
|           | First |   |
|           | Middle |   |
|           | Suffix |   |

| Address Where You Live | Street Address (include apt., lot, etc.) |
|                       | City | Zip | County |

| Where You Receive Mail (if different) | Address/P.O. Box |
|                                      | City | State | Zip |

| Previous Voter Registration Information | Your name was |
|                                          | Your address was |
|                                          | Your city and state were | Your zip was |

| Political Affiliation (check only one) | Political Parties: | No Party | Democratic | Republican |
|                                        | Non-Party Political Organizations: | Green | Libertarian |

| WARNING Registrant Affidavit | I swear or affirm under penalty of perjury that: |
|                             | • I am the person named above. |
|                             | • I am a citizen of the United States. |
|                             | • I have not been convicted of a felony (or I have received a restoration of rights). |
|                             | • I am at least 17½ years old. |
|                             | • I live at the address listed above. |
|                             | • I am not currently judged by a court to be “incompetent to vote.” |
|                             | • I do not claim the right to vote anywhere else. |

| Signature | Date |   |   |

**WARNING:** If you sign this form and you know the information is not true, you may be convicted of perjury and fined up to $7,500 and/or jailed for up to 5 years.
FEDERAL WORK-STUDY PROGRAM

The Federal Work-Study Program (FWS) provides part-time jobs for students with financial need to earn money to help pay education expenses. The program encourages community service work related to your course of study.

Iowa Lakes Community College students are encouraged to apply for work-study positions after the college year starts.

For more info, contact the Career Resource Center.

Steve Pelzer  Estherville/Emmetsburg  712-362-7917  •  spelzer@iowalakes.edu
In today’s job market, a college degree does not guarantee employment. The Career Resource Center will partner with you to facilitate the career planning and employment process. As a student, your attitude, initiative, grades, internship experiences, volunteer services and willingness to travel and relocate are just a few of the factors determining employment success.

A Career Resource Center is located on both the Estherville and Emmetsburg campuses. Services are also available to students attending Iowa Lakes campuses in Spirit Lake, Spencer and Algona. Appointments may be made in advance or drop-in appointments are also possible if the Career Center Coordinator is available.

FOR MORE INFO, CONTACT:

KENT SCHMIDT - EMMETSBURG
712-852-5284 • KSCHMIDT@IOWALAKES.EDU

MELISSA LUTAT - ESTHERVILLE
712-362-7926 • MLUTAT@IOWALAKES.EDU

Free tutoring is available at each campus, with two options to fit students’ needs:

- One-on-one peer tutoring
- Professional tutoring on a drop-in basis (availability may vary, depending on campus location)

Stop in to the Success Center to complete an application to request peer tutoring or ask about the availability of a professional tutor.

Estherville: Molly Struve, Success Center: mstruve@iowalakes.edu
Emmetsburg: Laurie Schmidt, Success Center: lrsmith@iowalakes.edu
Spirit Lake: Deb Clark, Success Center: dclark@iowalakes.edu
Spencer: Jan Kamies, Success Center: jkamies@iowalakes.edu
Algona: Theresa Waechter, Supervisor/Advisor: twaechter@iowalakes.edu

Peer tutors also needed!
Do you excel in a certain class? Do you enjoy helping others learn? Current students may also serve as peer tutors. This is a very flexible, part-time job opportunity that allows you to help others. Stop in the Success Center to request an application to become a peer tutor.