

# WELCOME

It gives me pleasure to introduce you to Northwest Iowa Community College. This catalog provides a glimpse of our community college and offers much information regarding the College, its programs, activities, services, and history. NCC celebrated its 40th Anniversary during 2005–2006 and is proud to be the first public career and technical College in Iowa. NCC has a long tradition of offering outstanding career and technical programs and our students and graduates have shown the results. Each year students from our technical programs receive top state and international awards in student competitions. At NCC, our students learn on the latest technologies, and our graduates are sought after as a result.

Northwest Iowa Community College is also proud of its long tradition as a comprehensive community college offering Associate Degree transfer programs, Business programs and Health Occupation programs which include Nursing, Radiologic Technology, and Biotechnology Lab Technician. New programs that we will be offering in the coming years include Bio-Fuels Control Technician, Bio-Fuels Operator and Professional Photography. We



also offer a wide range of Continuing Education activities and Business and Industry Training. All of this coupled together with NCC's strong technical programs brings true meaning to the NCC brand, "There's A Place for You."

As a student at NCC, you will also have the experience of being a student at a college without being "lost in the crowd." NCC provides a campus atmosphere where students and instructors alike know each other. You will experience small class sizes, and have plenty of opportunities for involvement in NCC activities such as Student Ambassadors, the Student Government Association, the *Collegian* newspaper staff or intramural activities. NCC also provides a strong student support system to assist you in having a successful learning experience while at the College.

At NCC, "There is A Place for You." Your college experience will be valuable to you and prepare you for the future, whether it is entering the workforce or continuing your education. You will enjoy being a student at NCC and being part of our college community. Good luck in all that you do.

A handwritten signature in cursive script that reads "Bill Giddings".

Dr. Bill Giddings, President



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Northwest Iowa Community College

- Started as pilot program in 1966
- Located in Sheldon, IA (population: 5,000)
- Over 1,000 students enrolled each semester

# NORTHWEST IOWA COMMUNITY COLLEGE

## Mission Statement

Northwest Iowa Community College is a progressive learning college rapidly responding to the changing needs of our global community.

## Vision Statement

We are driven to be the community college of choice for learning.

## Guiding Principles

- We believe that as a comprehensive community college we respond to our communities' needs.
- We believe that all people can learn.
- We believe that education is an investment in society.
- We believe that accessible, lifelong educational opportunities and services enable people to maximize their potential and improve quality of life.
- We believe in the dignity and worth of all individuals.
- We believe in embracing diversity.
- We believe in maintaining high standards through innovation and continuous improvement.
- We believe that effective leadership, education and training will enhance community and economic development.
- We believe that partnerships are essential.

## Be Unique

At Northwest Iowa Community College we believe all students should be encouraged to explore career options based on their abilities and interest. Career choices for males and females have no limits. The men and women at NCC that you will meet will serve as inspirations to those who wonder whether they have what it takes to make their dreams come true!! You have the ability! Take the first step!

## Ability...Talent...Handiness...

In the Trade and Technology division at NCC we talk a lot about skills. Not so much about textbooks or term papers. If you choose to be in one of our 15-plus technical programs, you'll learn that your success is all about the hands-on skills you get while you're here. You'll work on equipment in labs that are state-of-the-art. You'll be guided by instructors who have been out there in the real world. They'll teach you what you need to know. There's no fluff here.

## Start here, then go out and make your goals a reality!

NCC also offers Arts & Science transfer programs. It makes sense. Start here by taking the basic core courses. For two years you'll save a lot of money and stay closer to home; then you can transfer to a 4-year college or university. Want to be a journalist or a teacher? Maybe you want to be a human resource manager or physician. It's all within your reach when you choose NCC.

## Live Life

College is more than just books! It's about life. Making life-long friends and being part of a college community! Just a short walk from classes, student housing at Northwest Iowa Community College is made up of two buildings that provide apartment style living. We invite you to live at NCC and join our great campus community. There is no better way to be connected to the College, the campus, and the student body than living on campus. Living on campus puts you in the middle of all the action! Whether it is sitting in the hallways for hours talking to your friends or having study groups to get you through that class, or having a midnight "taco run", life on campus is a great way to experience college and make friends. You'll experience college life as it is meant to be and build friendships that will last a lifetime!

## Have Fun

Are you used to being active in school? There are a lot of fun things to get involved with at NCC! Groups like: Student Government Association (SGA) The Collegian newspaper, Skills USA, Phi Theta Kappa Honor Society, Multicultural Club, Intramurals, and many more.

## \$\$\$

What's the bottom line? Can I afford it? NCC offers over \$100,000 in scholarships each year. Be sure to apply! Taking 10 minutes to fill out a form could be worth up to \$8,500!

## It's a no-brainer! Consider it an investment in your future!

While other kids are paying back thousands in student loans you could be out in the workforce in two years making up to 60 grand a year!! If you decide to transfer to a 4 year school you will save thousands in tuition for the same classes! Get them out of the way for about  $\frac{1}{3}$  to  $\frac{1}{2}$  the cost of a four year school!

## In Demand

Over the past five years, NCC's total college employment rate has averaged 98%! Many of our highly skilled specialist programs have consistently had 100% employment success for their graduates. The NCC Placement Office offers lifetime placement assistance for its graduates.

## Accreditation

Northwest Iowa Community College is accredited by the Higher Learning Commission, a Commission of North Central Association of Colleges and Schools and the Iowa Department of Education.



## Assessment of Student Learning

What you learn as a student at Northwest Iowa Community College is the very heart of the educational process. Northwest Iowa Community College has established a comprehensive on-going assessment program that assesses student learning from pre-admission through graduation. The goal of this assessment is to substantiate the level of student learning in all programs. The results of assessment will be used to improve the educational process which includes both teaching and learning.

## Advisory Committees

Northwest Iowa Community College recognizes that active advisory committees are vital to quality education. All NCC credit programs have an advisory committee made up of representatives from the specific occupations. The individual advisory committees assist in identification of instructional content and providing advice, suggestions, and recommendations.

## General Education Statement

NCC is committed to providing students the knowledge and skills that will enable them to graduate, continue their education, pursue the career of their choice, and be productive citizens. To meet this educational goal, all programs at NCC will encompass general education core competencies in the areas of Personal Development, Global Perspective, Critical Thinking, Written and Oral Communications, and Math. These core competencies are taught and assessed in classes, labs, field experiences, and other co-curricular activities.

## Foundation

The Northwest Iowa Community College Foundation is a non-profit corporation established in 1983. The NCC Foundation Board of Directors consists of individuals representing each school district in Merged Area IV. Foundation Board policies are administered by the Director.

The mission of the NCC Foundation is to attract and manage financial resources, enhance awareness of the College, and to support access to lifelong learning opportunities. Annually, the Foundation has the potential to fund several scholarships to individuals pursuing higher education opportunities at NCC. Complete information regarding individual scholarships is found in the current *Northwest Iowa Community College Foundation Scholarship Opportunity Guide* that is available through the NCC Foundation office, Admissions office, through Merged Area IV guidance counselors, or by going to the website at [www.nwicc.edu](http://www.nwicc.edu) and clicking on "Admissions" and then "Scholarships."

# COMPLIANCES

## Nondiscrimination in Education

It is the policy of Northwest Iowa Community College not to illegally discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, religion, or physical or mental disability in its programs, activities, or employment practices as required by the Iowa Code sections 216.9 and 19B.11, 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 the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.). Northwest Iowa Community College will not tolerate violations of state and federal nondiscrimination laws. All inquires or grievances regarding discrimination based on the above-listed traits or characteristics may be directed to the Affirmative Action Officer, Northwest Iowa Community College, 603 West Park Street, Sheldon, IA 51201, telephone 712-324-5061.

## Americans With Disabilities Act and the Rehabilitation Act

Northwest Iowa Community College has filed an assurance of compliance with the Department of Health, Education, and Welfare pursuant to Section 504 of the Rehabilitation Act of 1973. The College will not discriminate against disabled persons and will take appropriate remedial steps to eliminate the effects of any discrimination which may have resulted from adherence to past policies and practices.

Additionally, the College supports the (ADA) Americans with Disabilities Act as it prevents from discrimination otherwise qualified individuals in areas of instruction and employment. The College understands that it is unlawful to discriminate against a person because of his/her medical condition (whatever the condition may be) if the person is otherwise qualified for the job or has paid for the service. As far as accommodations and auxiliary aids are concerned, the College will work closely with each student having a disability to select the appropriate type of accommodations or aid needed.

## Communications and Information Systems Policy Summary

With the growth of telecommunications in the work place, the Board of Trustees recognizes that students and employees will alter the way that ideas are shared, information is transmitted, and people are contacted. As employees and students are connected to the global community, the use of technology brings new responsibilities as well as opportunities.

The College will provide employees and students with communication and information systems for education and educational support purposes. The systems are not to be used in any way that may be disruptive to the learning process, offensive, or illegal. The transmission of sexually explicit images, messages, cartoons, or communications that contain profane or offensive language, ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based on their race, national origin, gender, age, disability, or religious or political beliefs is prohibited. The systems shall not be used to solicit or proselytize others for commercial ventures, religious or political causes. All employees and students will be required to sign an agreement to abide by the NCC Communications and Information Systems Use Policy. Violation of this policy is subject to disciplinary action up to and including expulsion or discharge.

**Graduation Rate**

Public Law 101-542, The Student Right-To-Know and Campus Security Act, as amended by Public Law 102-26, requires higher education institutions to report their completion or graduation rate on an annual basis.

The graduation rate was 56% for students who entered Northwest Iowa Community College on a full-time basis for the fall term, 2003. This figure includes those who received a degree or diploma at Northwest Iowa Community College or transferred to a four-year institution.

**Campus Security Act**

In accordance with Public Law 102-26 Title I, Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act, students, employees, and visitors who have experienced criminal acts or other emergencies which have occurred on the college campus shall report those emergencies to the Director of Operations and Finance immediately or the Sheldon Police Department. Within 24 hours of the occurrence, an incident report shall be completed by the individual or a copy of the police report submitted to the Director of Operations and Finance. Incident report forms are available from the office of the Director of Operations and Finance.

Campus buildings, with the exception of the apartments, are open and available for use from 7:00 a.m. to 10:00 p.m. Monday through Friday. Physical Plant staff is available on campus during this period of time to provide help with students, staff, and visitors. An emergency telephone for 911 calls is located at the east side of Parking Lot 1. The Sheldon Police Department should be called when the incident dictates. Student Housing main outside doors will generally be locked. The campus does not employ a security officer but relies on the Sheldon City Police Department for security 24 hours a day.

The following statistics, provided in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act, are for students and employees, and to applicants for enrollment or employment upon request. Our 2003-2004, 2004-2005, and 2005-2006 comparative reputable crime rates were as follows:

	04-05	05-06	06-07
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses-Forcible	0	0	0
Sex offenses-Non-forcible	0	0	0
Robbery	0	1	2
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	2
Arson	0	0	0
Drug Law Violations	0	0	0
Liquor Law Violations	0	1	0
Weapons Possessions	0	0	0
Hate Crimes	0	0	0

Northwest Iowa Community College also wants students and employees to be aware of where the public can access “Megan’s Law” information regarding sex offenders. One source of information is on the website [www.iowasexoffenders.com](http://www.iowasexoffenders.com) and the second is through the local county sheriff’s department.

**Drug-Free Schools and Communities**

It is the policy of NCC to comply with the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226, and to provide staff and students with information to prevent the use of illicit drugs, the abuse of alcohol on campus, and to provide a drug-free work place for students and staff. It shall be unlawful to possess, use, or distribute illicit drugs and alcohol by students or employees on college property or as part of any college activity. The laws of the state of Iowa pertaining to the possession and use of illicit drugs and alcoholic beverages on public property shall be followed. Specifically, this means that it is a violation of the drug and alcohol policy for students and employees to purchase, manufacture, possess, consume, or sell such items on campus.

Student and staff violations of the standards as stated in the previous paragraph shall result in any one or combination of the following disciplinary sanctions.

- A. Warning
- B. Disciplinary probation
- C. Suspension
- D. Referral to an appropriate drug/alcohol treatment program
- E. Referral to law enforcement agencies
- F. Possible disciplinary sanctions include expulsion or termination.

Definitions and accompanying procedures of these sanctions pertaining to the student can be found in the office of the Vice President of Institutional Advancement & Enrollment Services. Policies and procedures pertaining to employees can be found in the office of the Executive Director of College Operations & Finance.

Staff rights shall be protected in accordance with due process. Staff accused of violating the drug/alcohol policy as established shall have the right to:

1. a hearing before the appropriate campus judicial board, and
2. access to an appeal as defined within the college policies and procedures.

Student's rights shall be protected in accordance with due process.

Students accused of violating the drug/alcohol policy as established shall have the right to due process.

### Substance Abuse Prevention Program

If a student or staff member is identified as having a probable chemical dependency problem or voluntarily notifies his/her instructor or supervisor of such, that individual will be directed to the counseling staff in the Student Services Office. The counseling staff in the Student Services Office will refer the individual to the local alcohol and drug treatment unit or to an agency of the individual's own choosing.

### Legal Sanctions

Under Chapter 124 of the State of Iowa Code regarding controlled substances, various penalties and offenses are described involving the illegal manufacture, possession, possession with intent to deliver, delivery and design (simulation and counterfeiting) of illegal drugs. Illegal drugs include but are not limited to marijuana, methamphetamines, amphetamines, cocaine, heroin and ecstasy. Except as authorized under Chapter 124 (legally prescribed drugs), it is unlawful for any person to manufacture, deliver, or possess with intent to manufacture or deliver a controlled substance, or to act with, enter into a common scheme or design with, or conspire with one or more other persons to manufacture, deliver, or possess with intent to manufacture or deliver a controlled substance or a counterfeit or simulated controlled substance. Violations of Chapter 124 may result in simple, serious or aggravated misdemeanors, or class "D," "C" or "B" felony charges.

Consequences may include: Possession of Drug Paraphernalia is punishable by up to 30 days in the County Jail and a fine not to exceed \$500. Simple Possession of controlled substances is punishable by up to one year in the County Jail and a fine not to exceed \$1,500. A conviction will also result in the loss of student financial aid eligibility.

Possession with intent to deliver, delivery and/or manufacture (including growing) of controlled substances is punishable by a range of penalties up to a maximum prison term of 50 years and a maximum fine not to exceed \$1,000,000. Local and federal sanctions will also apply.

### Health Risks

There are many health risks associated with substance abuse (use of illicit drugs and excessive drugs and excessive use of alcohol). Abusers can lose resistance to disease, develop physical and psychological dependence, become depressed, develop heart problems, contract infections, become malnourished, become physically exhausted and even die.

With substance abuse, reality is often distorted, reactions may be slower, and the risk of accidents can increase. Substance abuse can cause coma, respiratory arrest, and convulsions. Injected drugs increase the risk of infectious diseases such as hepatitis and AIDS.

### Meningococcal Disease

The administration at Northwest Iowa Community College is providing all new students with vaccination information on meningococcal disease. Please refer to the National Meningitis Association website [www.nmaus.org](http://www.nmaus.org). We encourage you to discuss the vaccine with a health care provider and then decide whether or not you may want to be vaccinated.

### Health Insurance

Northwest Iowa Community College does not have a compulsory insurance plan, but the College recommends that you enroll in a voluntary health program to assure protection in the event of illness or injury.

If you are enrolled as a member of a family health or hospital related plan, you should be aware of the age that family coverage is terminated. The purchase of insurance shall be voluntary with the entire cost being paid by you.

### Student Right to Know

In accordance with Title I of Public Law 101-542, NCC will make readily available the completion and graduation rates of certificate or degree-seeking, full-time students entering our institution to current students and to each prospective student prior to that prospective student's enrolling or entering into any financial obligation.



# ADMISSIONS

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## Admissions Policy and Procedure

NCC has an “open-door” policy for all persons of post-high school age. Admission to programs is granted on the basis of an individual’s interest, aptitude, previous experience, career objective, and ability to benefit. NCC is open to individuals who meet the above requirements and can benefit from the education. (Compliance with Civil Rights Title VI, VII, IX, X, and Rehabilitation Act.)

Class size is limited in programs. Once optimal enrollment has been met, applicants will be placed on an alternate list.

NCC admits students to the Arts & Sciences, Business/Health, and Trade & Technology programs who have either a high school diploma or a GED. Individuals who have not completed either may be admitted on an individual basis.

Admission to the College does not ensure admission to a specific program. NCC reserves the right to guide your program selection on the basis of counseling, assessment, pre-enrollment interviews, and past academic achievement. If you do not meet specific requirements, you may be admitted on a provisional basis or may be required to complete college preparatory courses before acceptance.

Acceptance shall not be granted until all required materials are received and entrance testing and necessary college preparatory work is completed. An Enrollment Confirmation Form will accompany your letter of acceptance. This form is a commitment from you and requires an advance tuition payment of \$50.00. This \$50.00 is refundable up to 60 calendar days prior to classes starting.

## International Students

International students are encouraged to enroll in programs at Northwest Iowa Community College. In order to be admitted you must take the TOEFL examination and receive a score of at least 500.

## Campus Visitation

If you are interested in attending NCC, we strongly encourage you to schedule a campus visit. The visit can include a meeting with representatives from admissions, financial aid, housing, counseling, Division Deans, and instructors. The visit can also include a tour of the campus with special emphasis on your program of interest.

## Application Procedure

1. Submit a completed application form, either via the interactive application form on the NCC Web site ([www.nwicc.edu](http://www.nwicc.edu)) or by mail to the Admissions Office with a \$10.00 application fee. Applications will not be processed until the application fee is received. (This fee is a one-time non-refundable fee.)
2. Upon application to the College, you must submit an official copy of your high school transcript or official documentation of your GED scores.

3. If you have previously attended college or any other post-secondary institutions, you must provide a copy of your college transcript. This is required even if you do not wish to have previous work evaluated for transfer. Transcripts must be sent from the originating institution to NCC.
4. If you are a new student, NCC requests that you attend an orientation session. Sessions will be held at various times throughout the year, and you will be notified of the times and dates. The sessions include review of student handbook information, academic advising, and registration for classes.
5. If you plan to obtain a diploma or degree, you must complete an entrance assessment prior to final acceptance to NCC.
  - NCC accepts the following entrance assessments: COMPASS, ACT and ASSET. All assessments must have been taken within the past five years.
  - The entrance assessment will be given monthly for prospective students.
  - Additional testing will be administered at the College by appointment.
  - Students will need to have a satisfactory assessment score for some courses and for some programs.
  - If you are unable to attend assessment sessions on NCC’s campus, you may take the assessment at another community college testing site and transfer the scores to NCC’s Enrollment Office.
  - Transfer students who are enrolling with 30 or more semester hours of coursework transferred to NCC may not be required to take an entrance assessment.
6. Other requirements: Applicants entering some programs will be required to submit a completed physical examination form to the Enrollment office.

## Provisional Admission

You may be required to take additional coursework before you are granted acceptance into a selected program. Provisional admission does not guarantee that you will be allowed into the program, only that you are a candidate seeking to enroll in the program.

## Readmission

If you previously attended Northwest Iowa Community College and you have been absent for at least one semester (excluding the summer session), you are required to apply for readmission. Students who wish to be readmitted will be expected to meet all applicable requirements including submitting transcripts from other colleges attended since the last attendance at NCC. Readmission to Applied Science and Technology programs will be subject to the availability of space and an evaluation of previous progress.



# STUDENT SERVICES

## Counseling

A professional counselor is on staff at Northwest Iowa Community College to assist students in career and educational planning and in solving problems of a personal nature. The counselor is available to provide assistance to students experiencing personal or social concerns, academic/vocational problems, and provide referrals to outside agencies when needed.

Counseling is confidential and adheres to FERPA guidelines. All students are encouraged to use this service. Appointments are scheduled through Student Services or call 800-352-4907, ext. 242 or 712-324-5061, ext. 242. In the absence of the counselor, the Vice President of Institutional Advancement & Enrollment Services will make the referral.

## Academic Advising

All NCC students are assigned to an academic advisor and must meet with him/her each semester during the registration period. Your advisor can assist you with developing an educational plan to meet your career goals, identify on and off campus resources to help with academic success, help with course selection and appropriate sequencing of courses, and answer your questions as they arise.

## Career Center

If you want to change careers or need help planning your major, the NCC Career Center offers a variety of valuable resources including

- Individual career counseling
- Aptitude and interest testing
- Referral to area resource agencies
- Financial aid and college enrollment assistance or referral
- Instruction in job seeking skills (i.e. letter writing, resume preparation, and interviewing)

All area residents and students are encouraged to utilize the Career Center. All services are free of charge and confidential.

## Job Placement Office

The Placement Office can help you find employment relating to your specific training, abilities, and interests both while a student and after graduation. Current full- and part-time employment opportunity listings are available via email and at [www.nwicc.edu](http://www.nwicc.edu).

## STARS

The STARS (Students Taking Advantage of Resources for Success) program is a TRIO Student Support Services grant, funded by the Federal Government in the amount of \$230,034. Its goal is to motivate, encourage, and assist students in graduating from their program at NCC and transferring to a four-year college.

STARS services are free and available to students who are

- First generation (neither parent graduated from a four-year college) or
- Income qualifying or
- Disabled (physical or learning)

Once accepted into the program, students are offered a variety of services including individual professional or peer tutoring, academic advising, financial aid counseling, transfer assistance, college visits, career counseling, and Lunch & Learn workshops.

In addition, STARS students may be eligible for FREE Grant Aid funding through the program. Once a student is selected to receive this assistance, it never has to be paid back!

In order to join, students must apply to the STARS office and will be notified as to their eligibility.

## Student Housing

Just a short walk from classes, student housing at Northwest Iowa Community College is made up of two housing complexes—Cherokee Hall and Lyon Hall. There is no better way to feel connected to the College and the student body than living on campus. You'll experience college life as it is meant to be, and build friendships that last a lifetime!

- Lyon Hall offers suite style living. A suite accommodates four students with two bedrooms, two bathrooms, and a kitchen/living area.
- Cherokee Hall offers apartment style living. Choose from two options; a four student apartment consists of two bedrooms, one bath, and a kitchen/living area or a two student apartment which consists of one bedroom, one bath, and a kitchen/ living area.

Additional information regarding student housing is available from the Housing Coordinator in Student Services.

## Library

The NCC Library provides access to information in a wide array of formats to support all programs offered at the college. The library has over 16,300 volumes in the book collection in addition to the nearly 15,500 electronic books available. The library also has nearly 3,650 videos and DVDs, and subscriptions to more than 140 print magazines, journals, and newspapers. There is also a specialized mechanics collection and several informational databases which are available online. You may also access information from other library collections through state and national interlibrary loan networks. Access to materials owned by the library can be achieved through an advanced online card catalog, including checkouts and reserves, as well as accessing patron information. Other services include two rooms for small study groups and video viewing, computers for research purposes, a laser printer, and a photocopier. Library cards are your student ID. A temporary card may be obtained at the reference desk any time the library is open.

## Bookstore

The NCC Bookstore carries the textbooks and supplies needed for your respective programs. In addition to educational material, the bookstore offers a variety of clothing and hats, NCC novelty items, school supplies, flash drives, phone cards, gifts, journals and much more. Candy, snacks and pop are also available for purchase. The bookstore accepts Discover, MasterCard, Visa, and personal checks to assist you in purchasing. The NCC Bookstore is affiliated with a used-book company and offers used books for sale and will have a book buy-back at the end of each semester. The Bookstore is open Monday through Thursday 7:30 a.m.–5:00 p.m. and Friday 7:30 a.m.–4:30 p.m. Semester textbooks and NCC items are also available for purchase on the Bookstore website—[www.bookstore.nwicc.com](http://www.bookstore.nwicc.com).

## LEARNING CENTER

To help with your educational goals, the Learning Center provides a variety of services. Free tutoring is available to you in most program content areas. Tutoring is done on a “drop in” basis, in small groups or one-to-one.

If you are a current or prospective student, developmental courses are available to help improve your skills in specific areas. For additional information on developmental courses, contact the Learning Center Director.

If you require individualized study, you may take certain vocational courses through the Learning Center with the approval of the Dean, Learning Center Director, and Vice President of Education and Learning Services, as appropriate. Study is done independently, meaning you begin your coursework at your convenience and determine your own schedule within the normal hours of the Learning Center.

If you are a student with special needs, the Learning Center works very closely with the Counselor to accommodate those needs. These services must be arranged in advance through the Counselor. Some services may need prior arrangements.

Testing accommodations can be arranged with NCC faculty. All testers are required to provide a picture ID before testing. Tests may be read to you if those accommodations are needed.

A computer lab, DVD/VCR’s, and spell checkers are available in the Learning Center for your use at no charge. Software and videos for review of basic skills and tutorial work are also available.

Study rooms are available for individual or small groups needing a quiet work area.

The Learning Center can provide instruction for the GED program and the High School Credit program. The GED program is administered through the Continuing Education Division.

## HIGH SCHOOL COMPLETION

Northwest Iowa Community College has various programs available to assist you if you wish to complete your high school education. Options include obtaining a High School Equivalency Diploma through the GED testing program, obtaining an Adult High School Diploma from NCC, or obtaining a local high school diploma through the completion of NCC high school credits. For additional information, contact the Learning Center.

### High School Equivalency—GED

NCC allows you to obtain a High School Equivalency Diploma issued by the Iowa Department of Education. This can be accomplished by taking the General Educational Development tests (GED). There is a \$70.00 testing fee which includes a diploma. Courses in pre-high and high school equivalency are offered at various times and locations throughout Area IV. The main goal of these courses is to raise your educational achievement level so that you can pass the GED tests and receive the equivalency diploma. Contact Continuing Education for additional information.

### High School Diploma

If you have not completed high school, you may wish to enroll in Northwest Iowa Community College’s Adult High School Diploma Program. Credits may be earned or obtained from a variety of sources such as an accredited high school, the NCC Learning Center, or the Northwest Iowa Alternative High School. Contact the Learning Center for additional information.

If you wish to earn an NCC High School Diploma, you must meet the following academic requirements.

English	7 semester credits
Math	4 semester credits
Science	4 semester credits
U.S. History	2 semester credits
American Government	1 semester credit
Electives	18 semester credits
<b>Total</b>	<b>36 semester credits</b>

For anyone under 18 years of age or whose high school class has not graduated, admission to the high school credit program requires written permission of the local school district and parent/guardian.

### High School Credits

High School credits earned through NCC can be applied to an NCC high school diploma, transferred to the local high school district to meet its graduation requirements, or completed for personal enjoyment or enhancement of skills.

**Business**

Accounting  
 Personal Finance  
 Introduction to Business  
 Business Math  
 Introduction to Computer Applications  
 Advanced Computer Applications

**Math**

Basic Math  
 General Math  
 Consumer Math  
 Business Math  
 Algebra I  
 Algebra II  
 Geometry  
 Trigonometry

**Social Studies**

Introduction to Social Sciences  
 World History  
 American History  
 Government  
 U.S. Geography  
 World Geography  
 Economics  
 Sociology  
 Psychology  
 You and the Law  
 \*Integrated American Studies

**English**

English 2200  
 Basics of English  
 Introduction to Literature  
 Reading Improvement  
 English 2600  
 Independent Reading  
 Intermediate Literature  
 Basics of Oral Communications  
 English 3200  
 American Literature  
 American Writers  
 Basic Composition  
 Composition  
 Writing Through Computer Applications  
 British Literature

**Fine Arts**

Art History

**Sciences**

Health  
 Nutrition & Wellness  
 General Science  
 Physical Science  
 Earth Science  
 Biology  
 Astronomy  
 Chemistry  
 Anatomy & Physiology

**Careers**

75-hour Nurse Aide Course  
 EMT-B course (2 credits)  
 World of Work  
 \*Connections  
 \*Work Experience  
 Medication Aide

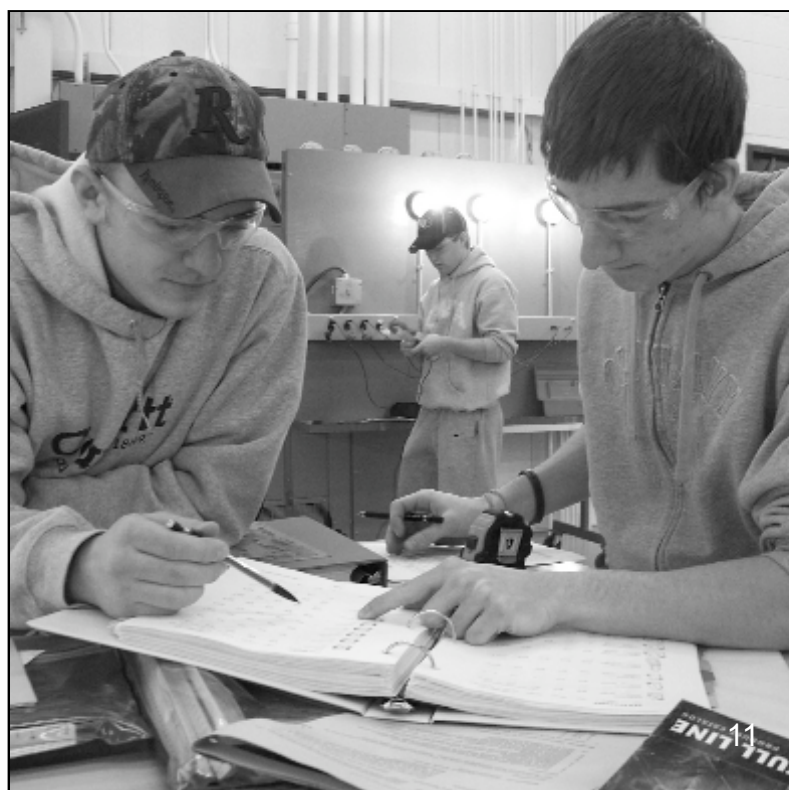
**Family and Consumer Sciences**

Family Living  
 Child Development  
 \*Community Service  
 Life Skills  
 Teen Parenting  
 Teen Dads  
 \*Life Experiences I  
 \*Life Experiences II

*\*Offered only in Alternative High School*

**Northwest Iowa Alternative High School**

The Northwest Iowa Alternative High School is a cooperative program between local community school districts and NCC. To be admitted to the Alternative High School, you must be referred by your local school district. This program is intended for individuals not in regular attendance at their local high school. Contact the Alternative High School Director for additional information.



## CONTINUING EDUCATION

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It is widely recognized that education is a continuous, lifelong process for most individuals. The Continuing Education Division of Northwest Iowa Community College provides courses of all types to citizens who want, need, and can benefit from such opportunities.

Courses are held in numerous locations throughout Area IV as the College attempts to deliver educational seminars, workshops, and short courses in the most cost effective manner to area adults. Northwest Iowa Community College cooperatively offers short courses with the community school districts, area hospitals, nursing homes, fire departments, emergency service teams, businesses, and industries. New courses of varying lengths are constantly being developed and offered in various locations. Contact the Continuing Education Division for current course offerings. Suggestions and requests are always welcome.

### General Interest

These courses are offered for the adult who wishes to study a general interest topic. Examples of courses are calligraphy, quilting, ethnic food classes, photography and many others.

### Career Supplemental Programs

These programs are designed to upgrade your skills in the occupation where you are presently employed. These are short-term courses under 120 hours in length. They are arranged for the convenience of the class. The following are some representative courses: Insurance, Real Estate, Bank Employee, CPR, Computer, First Aid, Emergency Medical Technician-Basic, Auto Mechanics, AutoCAD, CNC, Computer Repair, Production Agriculture, Record & Financial Management, Diesel Mechanics, Welding, Advanced Cardiac Life Support, Home Health Aide, Medication Aide, and Nursing Assistant Training.

A career supplemental course may be developed for a business or industry on request any time throughout the year. Courses may be held throughout Area IV unless access to facilities and equipment necessitates holding the program on the NCC campus or at a particular industry.

### Mandatory Continuing Ed

Northwest Iowa Community College strives to meet the mandatory continuing education requirements for several occupational groups. Seminars, workshops, and short courses are developed and offered to funeral directors, cosmetologists, insurance agents, nurses, realtors, emergency medical technicians, nursing home administrators, pharmacists, dieticians, dental assistants, social workers and others.

## BUSINESS & INDUSTRY CENTER

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The Business & Industry Center at Northwest Iowa Community College offers a wide range of technical training plus assessment and consulting services. Areas of training and assistance includes concepts of Lean Manufacturing; Management/ Leadership Development; Interpersonal Skills; ISO/QS/TS Certification; Manufacturing and Maintenance Skill Improvements in Electrical, Machining, CNC Operations, Welding, Blueprint Reading, AutoCAD, plus other areas; Safety Concepts; Water/ Wastewater Programs; Employee Enhancement Skills; and English as a Alternate Language.

The Center can assist you in conducting a Training Needs Assessment, Performance Analysis, and Resources Identification. We invite specific and special requests. Programs, seminars and topics are customized to meet your needs. NCC is committed to work with you to determine the best time and most suitable location for your training events.

## DEVELOPMENTAL COURSES

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To assist you in your college career, NCC offers developmental courses. Developmental courses are designed to strengthen your skills if you have academic deficiencies or have been out of school for a period of time. You are encouraged to enroll in developmental courses before beginning your college coursework. NCC may recommend/ require developmental courses for specific programs/ courses based on your COMPASS scores or your past academic records.

Credit from developmental courses is not transferable, does not count toward your grade point average, and does not meet graduation credit requirements for diploma or degree programs. The current per credit tuition and fees apply to developmental courses. These courses can be included in the calculation of your course load and may be used if you are seeking financial aid eligibility.

Most developmental courses are offered on an individual basis in a self-paced, open-entry format through the Learning Center. With sufficient enrollment, developmental courses may be offered in a scheduled classroom setting. You must register for these courses in Student Services. Textbooks are checked out from the Learning Center. Specific developmental courses include:

Catalog #	Course Title	Credits
<b>Math</b>		
MAT032-H	Arithmetic for College Students A	2
MAT033-H	Arithmetic for College Students B	2
MAT060-H	Algebra IA	3
MAT061-H	Algebra IB	3
MAT070-H	Algebra IIA	3
MAT071-H	Algebra IIB	3
<b>Business</b>		
ACC052-H	Accounting A	3
ACC053-H	Accounting B	3
<b>Communications</b>		
ENG005-H	Vocabulary	2
ENG050-H	English 2200	2
ENG051-H	English 2600	2
ENG052-H	English 3200	2
ENG053-H	English Brushup	2
ENG054-H	Basic Composition	3
ENG060-H	Writing Through Computer Applications	2
<b>Science</b>		
BIO050-H	Introduction to Biology I	2
BIO051-H	Introduction to Biology II	2
BIO060-H	Introduction to Anatomy and Physiology I	3
BIO061-H	Introduction to Anatomy and Physiology II	3
<b>Health Profession</b>		
HSC050-H	Introduction to Medical Terminology	2

## SPECIAL NEEDS

### Services for Student with Disabilities

Northwest Iowa Community College is committed to providing an accessible environment which supports students with disabilities reaching their full potential. Accommodations are available for students who have visual, hearing, mobility, learning or other types of disabilities to endure equal access to educational opportunities. NCC employs a special needs coordinator to work with students to develop and coordinate services based on individual student need as outlined in the American Disabilities Act and Sections 504 & 508 of the Rehabilitation Act. If you are a student with a disability who requires reasonable accommodations to participate at NCC, follow the steps listed below:

1. Contact the special needs coordinator at 800-352-4907, ext. 242, or the counselor's office, Building A, Student Services for an application for accommodations.
2. Submit the completed application and supporting documentation to: Northwest Iowa Community College, 603 West Park Street, Sheldon, IA 51201, Attn: Special Needs Coordinator
3. Schedule a time to meet with the special needs coordinator to discuss coordination of these services.
4. Contact the special needs coordinator with any questions during the process.

### Veterans Educational Benefits

The Montgomery GI Bill (Chapter 30), the Montgomery GI Bill-Selected Reserve (Chapter 1606), the Reserve Educational Assistance Program (Chapter 1607), Veterans Affairs Vocational Rehabilitation Program (Chapter 31), Veterans Education Assistance Program—VEAP, and Survivors' and Dependents' Educational Assistance Program (Chapter 35) provide educational benefits for veterans attending NCC. Information concerning veterans' educational benefits and applications may be obtained from the NCC Financial Aid Office.

## REGISTRATION AND RECORDS

### Transfer Students

Services are provided by our advisors for those students who plan to attend more than one post-secondary institution in order to complete your college degree. You are encouraged to start this process early and plan ahead, which can make this a smoother transition. See NCC's website to review the articulation agreements that NCC has with other institutions.

### Resident/Non-Resident Tuition Eligibility Reference Board Policy 507

#### Section 1—General

A person who has been admitted to Northwest 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 non-resident tuition costs. Tuition for non-residents should not be less than the marginal cost of instruction of a student attending Northwest Iowa Community College. Iowa Code section 260C.14 (2).

Persons who register for non-credit continuing education courses shall be charged course fees determined on course costs and by market demand.

#### Section 2—Determination of Residency Status

In determining 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 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. Resident and non-resident tuition rates shall be printed and available in the College Catalog or other major College publications.

**Section 3—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.

**Section 4—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 guarantee 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. A person 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.)

**Section 5—Residency of Federal Personnel and Dependents**

A person and his/her spouse 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.

**Section 6—Veteran's Exemption**

A military service veteran who was a resident of the state of Iowa prior to entering the service shall be classified as a resident if the veteran returns to Iowa upon separation from service and his/her separation papers are filed with the County Recorder.

**Section 7—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.

**Section 8—Appeal**

The decision on the residency status of a student for admission, tuition, and fee purposes may be appealed to a review committee established by Northwest Iowa Community College. The findings of the review committee may be appealed to the NCC Board of Trustees, whose decision shall be a final administrative decision.

**Registration**

After you have been accepted for admission to NCC, you must register for course(s) and pay tuition and fees before being officially enrolled. Your academic advisor will assist you with the registration process and guiding you in registering for the appropriate courses; however, the final decision on course registration is your responsibility. All registration forms need to be signed off by an advisor before you can be officially registered.

**Indebtedness Policy**

If you have prior unsettled indebtedness to the College, you may not register in any new term without approval from the Business Office. Evidence of attendance or other official credentials may not be obtained from the College during the period in which the indebtedness remains unsettled.

Indebtedness shall include tuition, fees, book charges, library fines, parking tickets, shop charges, and any other charges incurred by you and owed to the College.

## Tuition and Fees

Tuition and fees will be determined prior to the start of each semester.

## Billing and Payment

The NCC billing system provides you with the following payment options for tuition and fees:

1. You may pay your account in full at the NCC Business Office with a check or credit card (Discover, VISA or MasterCard) before the first day of the regular semester/term.
2. You may pay your account in full over the internet using e-cashier that is on our website at [www.nwicc.edu](http://www.nwicc.edu) using an Automatic Bank Payment (ACH) or credit card (Discover, VISA or MasterCard). There is a \$2.00 nonrefundable fee for using this service through our service provider, Nelnet Business Solutions, formerly FACTS Management Company.
3. You may sign up for a payment plan through Nelnet Business Solutions, formerly FACTS Management Company. There is a \$35.00 nonrefundable processing fee charged by Nelnet/FACTS. Information about the payment plan through Nelnet/FACTS is available on our website at [www.nwicc.edu](http://www.nwicc.edu), and you may also pick up a brochure at the Business Office. When you enroll in Nelnet/FACTS you will need to know your NCC Student ID number and the password is your birthday.

If a student has not made arrangements to pay for the semester by the 7th calendar day of the term, the Business Office will notify the Student Services Advisors. Student Services Advisors are encouraged to notify the student that they must make contact with the Business Office or they will be removed from all courses starting on the 15th calendar day of the semester. A re-enrollment fee will be charged to the student if they decide to reenroll starting on day 15.

The above schedule that describes the removal of a student on the 15th day is intended for the regular semester classes. Any students that are in classes that meet for less than the 14 to 16 week semester will be removed on a pro-rata basis.

## Insufficient Funds

NCC will assess a \$25.00 service charge for checks that are returned due to insufficient funds.

## Refund Policy

If you drop/withdraw from a course(s), you are eligible for a tuition refund according to the following schedule:

<b>September 2, 2008</b>	Last day for 100% tuition and fee* refund for fall semester classes
<b>January 19, 2009</b>	Last day for 100% tuition and fee* refund for spring semester classes
<b>June 2, 2009</b>	Last day for 100% tuition and fee* refund for summer term classes

**\*Refund dates for the academic year of 2009–2010 are yet to be determined.**

The previous Refund Schedule is applicable only to regular semester enrollment periods. A similar pro-rated Refund Schedule will be applied to courses with different enrollment periods (i.e. 7x7 course, online course, 8 week courses, etc.).

Refund procedures, percents, and amounts may differ for students receiving financial aid. The refund for students receiving financial aid will be according to the guidelines set by the United States Department of Education.

Refunds of tuition and fees are calculated as of the date the withdrawal form is completed and returned to the Student Services Office.

*\*The CDL fee is non-refundable.*

## Refund/Balance Checks

Refund checks are issued weekly beginning 30 days after the semester begins. The Business Office must receive the funds by NOON on Wednesday for checks to be issued the same week.

## Adding a Course

If you wish to add a course to your schedule after the first class session, you must have the approval of the instructor, Academic Dean, and Registrar. When you receive approval, a "Drop/Add Form" must be completed and returned to the Registrar's Office before the change becomes official. The "Drop/Add Form" may be obtained in the Registrar's Office or by going to the NCC website. Log onto [www.nwicc.edu](http://www.nwicc.edu). Go to "Student Resources" and click on "Registrar."

## Dropping a Course

You may drop a course by obtaining a "Drop/Add Form" from the Registrar's Office or by logging onto the NCC website at [www.nwicc.edu](http://www.nwicc.edu). Go to "Student Resources" and click on "Registrar." Have the form signed by the instructor, financial aid representative, and Registrar. The day the completed form is returned to the Registrar's Office will be the "Official Drop Date." Drop dates for 2008–2009 for fall semester is November 3, 2008 and for spring semester is March 27, 2009. Dates for the academic year of 2009–2010 are yet to be determined. The above schedule is applicable only to regular registration dates. A similar withdrawal/drop schedule will be applied to registration occurring at times other than the regular registration dates (i.e. 7x7 courses, 8 week, 6 week, etc.) If you fail to follow the above procedure, you will receive an "F" (failing) grade for the course. In case of tragedy (i.e. death in immediate family, severe illness, or disability of student) the Registrar may initiate a drop slip upon request.

## Failing

Required courses failed in a vocational-technical program must be retaken before graduation. Students are encouraged to speak to the Registrar to make arrangements for retaking courses.

### Withdrawal from College

If you withdraw from NCC for any reason, you must obtain a "Withdrawal Form" from the Registrar's Office or log onto [www.nwicc.edu](http://www.nwicc.edu). Go to "Student Resources" and click on "Registrar." The day the completed form is returned to the Registrar's Office will be the "official withdrawal date." Withdrawal dates for 2008–2009 for fall semester is November 3, 2008 and for spring semester is March 27, 2009. The above schedule is applicable only to regular registration dates. A similar withdrawal/drop schedule will be applied to registration occurring at times other than the regular registration dates (i.e. 7x7 courses, 8 week, 6 week, etc.) If you fail to follow the above procedure, you will receive an "F" (failing) grade for the course. In case of tragedy (i.e. death in immediate family, severe illness, or disability of student), the Registrar may initiate a withdrawal form upon request.

### Family Educational Rights and Privacy Act of 1974

Annually, Northwest Iowa Community College informs students of the Family Educational Rights and Privacy Act of 1974, as amended. The Act, with which the institution intends to comply fully, was designated to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act.

Northwest Iowa Community College's policy explains, in detail, the procedures to be used by the institution for compliance with the provisions of the Act. Copies of the policy can be found in the Registrar's Office and the office of the Executive Director of College Operations & Finance. The offices mentioned also maintain a Directory of Records which lists all education records maintained on students by this institution. Questions concerning The Family Educational Rights and Privacy Act may be referred to the Registrar's Office.

### Disclosure of Directory Information

Northwest Iowa Community College hereby designates the following categories of student information as "Directory Information." Such information may be disclosed by the institution at its discretion.

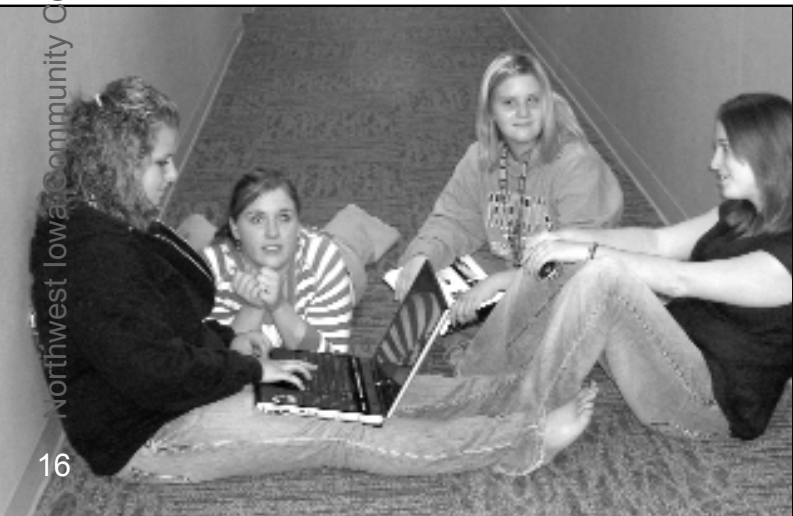
- Student's name
- Campus address
- E-mail address
- Home Address
- Local phone number
- Field of study
- Enrollment status
- Anticipated degree date
- Date(s) of attendance
- Date(s) of graduation
- Degree(s) awarded
- Most recent educational institution attended
- Participation in College-recognized activities
- Photographs
- Video

Currently enrolled students may withhold disclosure of information under the Family Education Rights and Privacy Act of 1974, as amended. To withhold disclosure, written notification must be received in the Registrar's Office within ten calendar days of the beginning of the Fall term, or the term in which the student first enrolls at Northwest Iowa Community College, 603 West Park Street, Sheldon, IA 51201. Forms requesting the withholding of "Directory Information" are available in the Registrar's Office.

Northwest Iowa Community College assumes that failure on the part of any student to specifically request the withholding of categories of "Directory Information" indicates individual approval for disclosure.

### Retention of Records

1. The official academic transcript record of enrollment credit earned by a student at Northwest Iowa Community College shall be retained by this institution in perpetuity.
2. All student records and documents which are used to create, update, and support the accuracy of the official academic transcript shall be retained for at least three (3) years. These documents may then be destroyed in the manner most convenient: shredding, burning, or burial. However, all appropriate pending requests to review student records and documents shall be honored prior to their destruction.
3. The student records retention policy shall be published in the College Catalog and Student Handbook and shall constitute sufficient responsibility for notification to the student.





## Transcript Release

Upon written request to the Registrar's Office, students who have completed coursework at NCC may request an official or unofficial transcript. Students/former students need to complete a Transcript Release Form available in the Registrar's Office or at [www.nwicc.edu](http://www.nwicc.edu) (go to "Student Resources" and click on "Registrar") or send a written request for each transcript and include a \$5 fee per requested transcript. Official transcripts will be on official NCC transcript paper and bear the signature of the Registrar, the seal of the College, and the date of the signature. An unofficial transcript may be on official transcript paper but will not have the above mentioned requirements on the document. Official transcripts will not be released for students/former students with outstanding financial obligations to the College. Transcripts from high schools, other colleges, or universities that have been sent to NCC for the student's file will not be copied and released. Copies need to be obtained directly from the institution of origin.

# FINANCIAL AID

## Student Financial Aid

Northwest Iowa Community College follows a nationally accepted philosophy in administering financial aid programs. This means you and your parents have a responsibility to meet as much of the costs of attending college as is reasonably possible. You may meet all or some of the costs through your parents' contribution and through your own resources, including savings and earnings from summer and school year employment. Financial aid is awarded to supplement these financial resources.

The Financial Aid Office staff administers aid programs and counsels students in planning individual methods of meeting college costs. Contact the Financial Aid Office for answers to any questions regarding financial aid.

## Who is Eligible

In order to receive financial aid, you must:

1. Be a U.S. citizen or an eligible non-citizen.
2. Be making satisfactory academic progress toward a degree.
3. Have a high school diploma, a high school equivalency diploma (GED), or have successfully completed an ability-to-benefit test.
4. Demonstrate financial need, which is the difference between the cost of attending college and the amount you and your family can provide. Scholarships, grants, loans, and part-time employment are available in various combinations to meet financial need.
5. Complete and submit the Free Application for Federal Student Aid (FAFSA) by April 1. If applying for aid after the April 1 deadline, you will be considered for assistance according to the availability of funds. Because financial aid is awarded for one academic year at a time, it is necessary to submit a new financial aid application (FAFSA) for each year of enrollment.

## Application Procedures and Award Notification

To ensure full consideration for all forms of aid, you should complete each of the following steps:

1. Complete and file a Free Application for Federal Student Aid (FAFSA) by April 1 for priority aid consideration. You may either apply online using FAFSA on the Web at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or if you prefer to complete a paper FAFSA, call 800-4-FED-AID to request a paper application. Be sure to list Northwest Iowa Community College in the school section of the FAFSA. NCC's School Code is 004600.
2. Complete the application procedure for admission to NCC. You will not receive notification of financial aid awards until you are officially accepted by the Admissions Office.
3. Forward all requested forms and documentation to the Financial Aid Office. If you are selected for verification, you will need to complete a verification worksheet and submit signed and dated copies of student and parent federal tax forms. All requested documents must be received by the student's last day of enrollment or the end of the term, whichever is earlier. Students who do not submit all requested verification documents cannot receive Title IV funds, but may receive institutional funds. Northwest Iowa Community College will not make an interim disbursement of Title IV aid. Verification may require a correction to the FAFSA and this may result in a change of the student's eligibility for funding.
4. Report acceptance of all outside scholarships or loans to the Financial Aid Office. Aid received from other sources may result in a revision to your financial aid award.
5. If you are awarded financial aid, you will receive an award letter based on full-time enrollment that shows the type of financial aid you have been offered and the amount of each award.

The awarding of aid depends upon the availability of funds, accuracy and timeliness of the application, and eligibility for specific aid programs. If you have been awarded aid in addition to that awarded by the Financial Aid Office, you must notify the office in writing, so that your awards can be reviewed for possible adjustment.

## Disbursement of Aid

Grant and loan money is disbursed on a semester basis and applied directly to registration costs. If aid is less than the amount due, you must pay the amount not covered by financial aid. The remaining amount is due the day before the regular semester begins. If aid for a semester exceeds total costs, you will be reimbursed for the remaining amount.

NOTE: Due to governmental regulations, if you are a first-year, first-time student loan borrower, you must wait 30 days from the first day of class to receive your first loan disbursement.

If your enrollment status changes or you withdraw from the College, the Financial Aid Office may be required to reduce the amount of financial aid, or reclaim part or all of the refund. If you receive federal financial assistance and fail to complete your education, you may have your financial aid adjusted based on the date of your official or unofficial withdrawal. This adjustment of aid may cause you to owe money to the U.S. Government and/or NCC. If NCC is required to return Title IV funds, the amount returned will be billed to the student. Failure on the part of the student to repay the U.S. Department of Education or NCC will result in the account being turned over to collections. Anyone in a repayment situation will remain ineligible for federal aid until the repayment is resolved.

Financial aid CANNOT be used to pay for the tuition and fees for EMT and CNA classes. The tuition and fees for these classes will not appear on your tuition statement and will be billed separately by our Continuing Education Department. It will be your responsibility to pay the Continuing Education Department for these classes.

### Financial Aid Satisfactory Academic Progress

Federal regulations require Northwest Iowa Community College to establish satisfactory academic progress standards for student financial aid recipients. These standards ensure that only those recipients demonstrating satisfactory progress toward the completion of their educational programs continue to receive financial aid. Your entire NCC record will be reviewed for satisfactory academic progress, including terms for which you did not receive financial aid.

Any grade forgiveness granted from the Academic Restart Program does not apply to the financial aid Satisfactory Academic Progress standards. When calculating a student's satisfactory academic progress for financial aid, all grades earned from all previous enrollment periods will be considered.

Whether a student is considered to be making satisfactory academic progress depends on successful completion of courses (credit hours earned), cumulative grade point average (GPA), and maximum time limits to complete his or her course of study. Students must meet all of these requirements to maintain satisfactory academic progress.

**Grade Point Average Requirements**—To be eligible for financial aid at NCC, students must maintain a cumulative grade point average (GPA) of 2.0 if enrolled in a degree program, and a cumulative grade point average (GPA) of 1.8 if enrolled in a diploma program. If a student repeats a course, the last grade issued will be used in the calculation of the GPA. Grades received in developmental courses are not used in the calculation of the GPA. Courses for which the student has been granted grade forgiveness from the Academic Restart Program (academic amnesty) are included in the calculation of the cumulative GPA.

**Completion Rate Requirement**—Each semester, a student's academic progress will be measured by comparing the number of attempted credit hours with the credit hours earned. On a cumulative basis, a student must earn 67% of all credits ever attempted to maintain satisfactory academic progress.

The following are considered when evaluating a student's satisfactory academic progress:

- Withdrawals, incompletes, and failures are considered attempted but not earned credits.
- Passing credits received for pass/fail courses are considered attempted and earned credits; failing grades in pass/fail courses are considered attempted but not earned.
- Credits for repeated courses will be counted as attempted credits each time the course is repeated. Credits for repeated courses will be counted as earned only once and only when a passing grade is received. For a repeated course, only the last grade issued will be used in the calculation of the cumulative GPA.
- Courses for which the student has been granted grade forgiveness from the Academic Restart Program (academic amnesty) are included in the calculation of both attempted and earned hours.
- Audited courses are not considered credits attempted or earned.
- Developmental courses are included in the calculation of both attempted and earned credits.
- Transfer credits, including those received during consortium study, do not count in the calculation of the GPA, but they are included in the calculation of both attempted and earned credits.
- For an enrolled student who changes programs or majors at NCC, both the credits and grades from the previous program or major will be included in the calculation of attempted credits, earned credits, and cumulative GPA.

**Maximum Time Frame Requirement**—You will not be eligible to receive financial aid once you have attempted more than 150 percent 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 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.

**Evaluation of Academic Progress**—A student's satisfactory academic progress is evaluated after each term of the academic year. At that time, a student will either be in good standing, be placed on financial aid probation, or be placed on financial aid suspension for future enrollment periods. The student must meet all three progress requirements (completion rate, cumulative GPA, and be within the maximum time frame) to remain in good standing. Students will be notified by the Financial Aid Office if they are placed on probation or suspension status for financial aid.

**Probation Status**—A student is eligible to receive financial aid while on probation status.

The first term a student fails to maintain the academic and/or completion requirements listed previously they will be placed on financial aid probation at NCC. The student will remain on probation until the end of the next term. At the end of the next term, the student's progress will be reviewed.

The probationary semester is meant to inform the student of potential academic problems and provide time for corrective action. If a student does not meet the satisfactory academic progress standards after the probationary period, suspension status would be imposed or continued probation approved. Suspension status will prevent the student from receiving financial aid, including but not limited to, any Title IV, state, or institutional financial assistance. Suspension status will remain in effect for future enrollment periods until such time as the student meets all satisfactory academic progress standards.

**Suspension Status**—A student who is placed on suspension will not be eligible to receive aid and must pay tuition and fees in future terms. A student will be suspended from financial aid at NCC if:

1. At the end of a period of probation, the student has not met the satisfactory academic progress requirements; or
2. At the end of a period of suspension, the student has not met the satisfactory academic progress requirements; or
3. At the end of a period of probation or suspension, the student has incomplete grades.

**Appeal and Reinstatement**—Students may appeal their suspension status by submitting a Financial Aid Suspension Appeal Form to the Financial Aid Director. Appeal Forms may be picked up at the Financial Aid Office. A student may appeal due to an emergency condition (e.g., health, family, catastrophe, etc.). Documentation verifying the situation may be requested and is encouraged.

The Financial Aid Academic Review Committee will consider the appeal and render a decision, which the Director of Financial Aid will convey in writing to the student. Notification will occur no later than fifteen days after:

1. the appeal form is received from the student; or
2. after all semester grades are in, whichever is later.

The decision of the Financial Aid Academic Review Committee may be appealed by following the institutional grievance procedure.

Students whose appeal has been approved will be placed on academic probation, and eligibility for financial aid will be reinstated on a probationary level. Students must regain compliance with the Satisfactory Academic Progress standards at the end of the probationary period. If this is not accomplished during the probationary semester, the student will be placed on financial aid suspension and will no longer be eligible to receive financial aid. To regain eligibility for financial aid, the students will be required to bring their course work up to the minimum standards at their own expense. It is the responsibility of the students to notify the Financial Aid Office that their course work meets the minimum standards and to request that their financial aid be reviewed for reinstatement.

#### **Return of Title IV Aid—Financial Aid Refund Policy**

The law (Section 485 of the Higher Education Amendments of 1998-P.L. 105-244) specifies how NCC must determine the amount of student financial aid assistance that is earned if you cease to attend.

If you receive federal financial assistance and fail to complete your education, your financial aid may be adjusted based on the date of the official or unofficial withdrawal. The amount of financial assistance you have earned is determined on a pro-rated basis using the number of calendar days completed divided by the number of calendar days in the payment period.

Once you have completed more than 60 percent of the payment period, you earn all your financial assistance.

The adjustment of aid may cause you to owe money to the U.S. Government and/or NCC. If NCC is required to return Title IV funds, the amount returned will be billed to the student. If the repayment of funds is not made to NCC within the designated deadline, the student will be turned over to the U.S. Department of Education for collection or a collection agency, depending upon the funding source. Anyone in a repayment situation will remain ineligible for federal aid until the repayment is resolved. Students will remain ineligible for federal aid until the College receives notice from the Department of Education or collection agency that the student has reestablished his/her eligibility.

### **Types of Financial Assistance**

#### **Federal Pell Grant**

The Federal Pell Grant Program provides federal aid to eligible students. The maximum grant for the 2008–2009 award year is \$4,731; the minimum grant is \$890. To apply for a Federal Pell Grant, complete and file a Free Application for Federal Student Aid (FAFSA).

#### **Federal Supplemental Educational Opportunity Grant (FSEOG)**

The Federal Supplemental Educational Opportunity Grant program provides up to \$200 per academic year to students who receive the Federal Pell Grant and have exceptional financial need. To apply for a Federal Supplemental Educational Opportunity Grant, complete and file a Free Application for Federal Student Aid (FAFSA) by April 1.

### **Iowa Vocational Technical Tuition Grant**

The Iowa Vocational Technical Tuition Grant program provides up to \$1,200 per academic year to Iowa residents enrolled in a vocational/technical or career option program. To apply for an Iowa Vocational Technical Tuition Grant, complete and submit a Free Application for Federal Student Aid (FAFSA) prior to July 1.

### **Iowa Grant**

The Iowa Grant program provides up to \$1,000 per academic year to Iowa residents with exceptional financial need. To apply for an Iowa Grant, complete and submit a Free Application for Federal Student Aid (FAFSA).

### **Academic Competitiveness Grant (ACG)**

An Academic Competitiveness Grant will provide up to \$750 for the first year of undergraduate study and up to \$1,300 for the second year of undergraduate study to full-time students in a degree program who are U.S. citizens, eligible for a Federal Pell Grant, and who had successfully completed a rigorous high school program, as determined by the state or local education agency and recognized by the Secretary of Education. First or second year status is determined by the college. Second-year students also must have a cumulative grade point average (GPA) of at least 3.0 on a 4.0 scale at the end of the first academic year. The program is available for first-year students who graduated from high school after January 1, 2006, and for second-year students who graduated from high school after January 1, 2005. The ACG award is in addition to the student's Pell Grant award. To apply for an Academic Competitiveness Grant, complete and file a Free Application for Federal Student Aid (FAFSA) and complete the ACG questions on the FAFSA, if applicable.

### **All Iowa Opportunity Scholarship**

Priority is given to students who participated in the Federal TRIO Programs, graduated from alternative high schools, and to homeless youth. To apply, students must file a Free Application for Federal Student Aid (FAFSA). Students must also complete an application which is available on the Iowa College Student Aid Commission's website at [www.iowaCollegeAid.gov](http://www.iowaCollegeAid.gov) or by calling 800-383-4222. The maximum individual award for 2007–2008 was \$6,269 which was the average tuition rate for students at Iowa Regent Universities.

### **All Iowa Opportunity Foster Care Grant and Education and Training Voucher (ETV) Programs**

These programs provide grants to students who have been in Iowa foster care and who plan to enroll in approved training programs in Iowa. The grant programs can cover up to the full cost of attendance. To be eligible, applicants must be an Iowa resident, have a high school diploma or general equivalency diploma (GED), be 18 to 23 years of age, and be in foster care, or were in foster care, or were adopted from foster care after age 16. To apply, applicants must complete a FAFSA and obtain an application which is available on the Iowa College Student Aid Commission's website at [www.iowaCollegeAid.gov](http://www.iowaCollegeAid.gov) or by calling 877-272-4456.

### **College Work Study**

The College Work Study program provides employment opportunities for students who demonstrate financial need. College Work Study provides part-time employment for students at a rate of \$7.25 per hour. Community service work experience may be available. To apply for College Work Study eligibility, complete and submit a Free Application for Federal Student Aid (FAFSA). Eligibility does not guarantee a work study position.

### **Federal Stafford Loan Program**

The Federal Stafford Loan Program (subsidized and unsubsidized) provides federally insured loans to students enrolled in accredited post-secondary institutions. The maximum yearly loan limits are \$3,500 for first-year students and \$4,500 for second-year students. The actual amount a student receives may be dependent on financial need and the length of the program of study. To apply for a Federal Stafford Loan, complete and submit a Free Application for Federal Student Aid (FAFSA) AND a separate loan application that can be obtained from a bank or from the Financial Aid Office.

Federal regulations require all first-time borrowers to complete a loan counseling session prior to receiving the first disbursement of their loan funds. Students may complete this loan entrance counseling online by going to NCC's website [www.nwicc.edu](http://www.nwicc.edu). Click on "Admissions," then "Tuition/Financial Aid." Next, please select an area of interest: "Loan Counseling" and click on the "Stafford Entrance Counseling, Mapping Your Future" graphic.

Students will also be required to complete a mandatory exit interview session shortly before their departure from the institution.

### **Federal PLUS (Parent) Loan For Undergraduate Students**

The Federal PLUS Loan Program is designed for the parents of dependent students in order to assist students with the costs of a college education. The loan amount is limited to the cost of attendance minus your other financial aid. To apply for a Federal PLUS Loan, complete and submit a Free Application for Federal Student Aid (FAFSA). Your parent(s) must also complete and submit a separate Federal PLUS loan application that can be obtained from a bank or from the Financial Aid Office.

### **Iowa National Guard Educational Assistance Grant**

This grant provides awards to Iowa National Guard members. The amount of benefit awarded is based on the student's cost of tuition (not fees). Eligibility is determined by the Iowa Adjutant General and a new application must be completed each year prior to August 31. Eligibility requirements include being an Iowa resident, a member of an Iowa Army or Air National Guard unit for each term the member receives benefits, satisfactorily complete required Guard training and maintain satisfactory performance of Guard duty, and pursue an undergraduate degree and maintain satisfactory academic progress.

## Veterans Educational Benefits

The Montgomery GI Bill—Active Duty (Chapter 30), the Montgomery GI Bill-Selected Reserve (Chapter 1606), the Reserve Educational Assistance Program—REAP (Chapter 1607), Veterans Affairs Vocational Rehabilitation Program (Chapter 31), Veterans Education Assistance Program—VEAP, and Survivors' and Dependents' Educational Assistance Program (Chapter 35) provide educational benefits for veterans attending NCC. Information concerning veterans' educational benefits and applications may be obtained from the NCC Financial Aid Office.

## Division of Vocational Rehabilitation Services

The Division of Vocational Rehabilitation Services (DVRS) provides financial assistance to eligible persons with disabilities to overcome impediments to employment. For more information contact a DVRS counselor in your area (Sheldon Office—1022 Third Avenue, 712-324-4864) or the Financial Aid Office.

## Iowa Workforce Investment Act

The Iowa Workforce Investment Act provides assistance to people experiencing significant barriers to employment. Funding may be available for retraining eligible students. For more information contact the Workforce Investment Act counselor in your area (Sheldon Office—NCC-Building C, Room 308, 603 West Park Street, 712-324-5121) or the Financial Aid Office at the College.

## Hope Scholarship

The Taxpayer Relief Act of 1997 created several new benefits for families paying college costs or repaying student loans. Beginning in 1998 taxpayers may be eligible to claim a HOPE Scholarship Tax Credit (up to \$1,650 for the 2007 tax year) against their federal income taxes. Contact a tax accountant for additional information.

## Scholarship Opportunities

The Northwest Iowa Community College Foundation offers many scholarship opportunities for students attending Northwest Iowa Community College. Complete information regarding individual scholarships is found in the current *Northwest Iowa Community College Foundation Scholarship Opportunity Guide* that is available through the Foundation Office, Admissions Office, or by going to [www.nwicc.edu](http://www.nwicc.edu) and clicking on "Admissions" and then "Scholarships."

# ACADEMICS

## Academic Progress

NCC requires that you maintain satisfactory academic progress. The following academic progress standards will be enforced.

## Academic Probation

If you are enrolled in a diploma program, you must maintain a minimum cumulative grade point average (GPA) of 1.8. If you are enrolled in a degree program, you must maintain a minimum cumulative grade point average (GPA) of 2.0. If these guidelines are not met, you will automatically be placed on academic probation and will be notified in writing of the probationary status. You will be required to visit with an advisor to discuss corrective actions that may help to promote satisfactory academic progress. Academic probation will be removed when the minimum cumulative grade point average is achieved.

## Academic Suspension

Academic suspension is a forced withdrawal from the College due to failure to maintain the minimum cumulative grade point average required for the program in which you are enrolled. If you have been on academic probation for one semester and have not achieved the minimum term grade point average, you will move to academic suspension for at least one semester.

## Appeal

You can appeal academic probation or suspension by following the College Grievance Procedure.

## Intervention

NCC has an ongoing intervention plan that is intended to assist you in achieving your educational goals. The intervention plan is a joint effort initiated by Student Services which involves faculty, staff of the Learning Center, and you the student.

## Academic Awards

The Associate in Arts degree is designed to provide the first two years of a typical college or university bachelor's degree program in liberal arts or general education.

The Associate in Science degree, with a designated specialty, is awarded to a student who successfully completes a career option program.

The Associate in Applied Science degree is awarded to a student who completes a two-year technology curricula.

A Diploma is issued to a student who completes a full-time vocational curricula of at least one academic year.

A Competency Certificate may be issued for a student who demonstrates competencies in a vocational program.

An Adult High School Diploma is issued to a student who completes the specified requirements.

## Grading System

Grades represent the official record of your level of achievement in a course.

The following grading scale is utilized at NCC.

A	Excellent	4.0
B	Above average	3.0
C	Average	2.0
D	Below average	1.0
F	Failure	0.0
I	Incomplete	
W	Withdrew	
X	Repeat	
N	Audit	
P	Passing	
R	Required-no credit	
T	Credit granted by testing	
E	Excused without credit	
L	Credit granted by virtue of prior education or occupational experience	
M	Approved high school articulation	

## WebAdvisor

WebAdvisor is a powerful tool that provides NCC students real-time, up-to-date information online. It can be used to check final grades, and view schedules and transcripts from any Internet connection. You can obtain instructions on how to access WebAdvisor through your advisor.

## Pass/Fail

Specific courses have been approved by the College to be taken pass/fail. Such courses will be shown on the transcript with a designation of the appropriate number of credits and either a P or F. Courses taken as pass/fail may be applied toward graduation requirements if the course meets program requirement. Pass/fail courses will not be included in the GPA calculations. To receive a passing grade a student must receive a C or higher. For information on which courses, or under which situations a course can be taken pass/fail, contact the Vice President of Instruction and Learning Services. If a student plans to transfer the credit from a course taken pass/fail it is their responsibility to check with the receiving institution to determine their acceptance/transfer policy.

## Grade Change

A change in the status of your final grade can be accomplished only through the approval of the instructor, the Academic Dean, Vice President of Instruction and Learning Services and the Registrar through the use of the "Grade Change Form for All Grades Other Than Incompletes."

## Incompletes

An incomplete grade may be assigned if you have not completed some portion of the assigned work during the regular term due to extenuating circumstances. Through special arrangements with the instructor, you may complete remaining work during a specific amount of time in the following terms but not to exceed eight (8) weeks. An incomplete grade that is not completed during the specified time will be changed to an "F" failing grade. An "Incomplete Contract" must be signed by you and your instructor and returned to the Student Services Office to verify the agreement. The "Incomplete Contract" may be obtained at the Student Services Office or by logging onto [www.nwicc.edu](http://www.nwicc.edu). Go to "Student Resources" and click on "Registrar."

## Course Syllabi

Students should refer to course syllabi for course expectations, grading criteria, attendance, and other class policies.

## Attendance

You are expected to attend class, labs, and other course experiences as scheduled. Instructors will advise you on the policies for attendance and tardiness at the beginning of each term. If you have excessive absences, you may be withdrawn from class at the discretion of the instructor, Academic Dean and Vice President of Instruction and Learning Services. If you violate the attendance policy after the last day of attendance, you will receive the grade earned. Attendance requirements may affect VA or other financial aid benefits. If you know you must be absent, it is your responsibility to notify your instructor as soon as possible.

## Repeating Courses

You may repeat a course. Provisions of this policy are as follows:

1. You may repeat a course as many times as you wish unless specific courses/programs state otherwise.
2. Starting Fall 2005, the original grade will appear on your transcript with an "X" (repeat) next to it. The "X" carries no credit nor does it affect your grade point average.
3. The last grade issued will be computed in your record. You may not repeat a course, then choose the better of the two grades.
4. You are required to pay normal tuition and fees for repeated courses.

If you have questions regarding how this policy applies to your situation, you should discuss it with the Registrar.

## Student Classification

### Full-Time Student

You are considered full-time if you are enrolled for the following number of credit hours per semester:

Fall Semester	12 or more
Spring Semester	12 or more
Summer Term	6 or more

### Part-Time Student

You are considered part-time if you are enrolled for the following number of credits per semester:

Fall Semester	11 or fewer
Spring Semester	11 or fewer
Summer Term	5 or fewer

### First-Year Student

You are classified as a first-year student if you have earned 0–29 semester hours of academic credit.

### Second-Year Student

You are classified as a second-year student if you have earned 30 or more semester hours of academic credit.

### Transfer Information

NCC will accept the credits awarded for successful work at a properly accredited college or university. If you are in Arts and Sciences, all acceptable college credit will be evaluated by the Registrar and transfer credit awarded. This transfer credit information will be available during the initial enrollment term. The credit evaluation will be placed on your college transcript.

NCC will accept a maximum of 16 semester hours of Vocational/Technical credit only as elective credit towards the Associate of Arts and Associate of Science degrees.

If you are enrolled in Trade & Technology programs, transfer credit may be evaluated by the Registrar, Academic Dean, and program instructor to determine if similar coursework will apply to NCC's program. This transfer information will be placed on your transcript.

NCC will accept grades corresponding to "C" or better for transfer if the grades are from a properly accredited institution. Decisions about the applicability of transfer courses toward the College's requirements will be made by the Registrar's Office. Any questions regarding this should be directed to the Registrar.

NCC cannot guarantee how other institutions may treat credit hours accepted for transfer to NCC.

### Internal/External Articulation

NCC accepts as elective credit toward the Associate of Arts or Associate of Science Degree a maximum of 16 semester hours of credit earned in courses not designated as college transfer.

1. The required core for the degree sought must be completed.
2. All other requirements for the degree sought must be met.
3. The provisions of this policy shall apply to credits earned in residence at NCC or at another approved college provided the internal articulation policy of the sending school is on file in the Registrar's Office at NCC.

### Advanced Placement (AP)

Advanced Placement (AP) examination scores will be reviewed on an individual basis. See College Registrar for more information.

### College Level Examination (CLEP)

In accordance with the recommendations of the American Council on Education, Northwest Iowa Community College accepts the results of the College Level Examination Program and grants credit within the limitations of the following guidelines:

1. CLEP credits shall be recorded on academic transcripts in a manner that makes them clearly recognizable as credits earned by examination as opposed to resident coursework. (If possible, the type of exam will be noted on the transcript.)
2. CLEP credits should not be granted if they duplicate credits for courses already taken.
3. CLEP Subject Exams have no maximum credit limitation but credit hours granted shall be the same amount granted for the completion of a similar course at NCC.
4. A maximum of 30 semester hours shall be allowed for CLEP General Exams (6 semester hours per exam maximum).
5. NCC does not offer the CLEP exam. For the CLEP General Exam, specific subject matter information, and minimum score requirements, contact the Registrar's Office.
6. NCC shall accept for transfer CLEP credit granted in accordance with the preceding five steps providing the transcript also shows no less than 12 semester hours of regular resident credit earned.

### High School Articulation

Northwest Iowa Community College has developed articulation agreements with several high schools. Through these agreements, high school students who have received Vocational/Technical instruction may earn credit which could be applied toward the Vocational/Technical program in which they are enrolled at NCC. It is the enrolling students' responsibility to inform the Registrar if they have high school coursework to articulate.

Additional information regarding the High School Articulation Agreement may be obtained by contacting the College's Tech Prep Coordinator.

### Self-Directed Study

Self-directed study provides an opportunity for you to earn independent research or study in areas not covered in the regular curriculum, or to explore in much greater depth a topic covered in a course.

Each self-directed project must be arranged in advance through a supervising faculty member, the Academic Dean, and the Vice President of Education and Learning Services. The Vice President of Education and Learning Services will be responsible for assigning credit hours for the study.

Regular tuition charges will apply. Self-directed study may not be used to earn credit for a course(s) listed in the college catalog. A maximum of three hours of credit in any one semester, and twelve hours in total, may be earned through self-directed study.

### Credit by Examination

Credit for some courses may be granted upon successful completion of a comprehensive examination/assessment of course content. Tests used to determine whether credit may be given must be approved by appropriate college faculty, Academic Dean, and Vice President of Instruction and Learning Services.

### Credit for External Learning

NCC may grant credit for formally structured courses offered by non-collegiate sponsors such as businesses, corporations, governmental agencies, unions, and professional groups. Credit recommendations established by the American Council on Education (ACE) and the State University of New York (PONSU) are used as guidelines to award credit.

### Credit for Experiential Learning

NCC credit may be granted for experiential learning gained through work experience or personal study which can be validated through an assessment procedure developed by the College. For further information, contact the Academic Dean.

### Credit for Military Experience

Northwest Iowa Community College is a Servicemembers Opportunity College (SOC) that strengthens and coordinates voluntary college-level educational opportunities for Servicemembers.

NCC may grant credit for military experience in the following instances:

1. Credit in physical education for active duty.
2. DANTESS or USAFI courses with acceptable scores or grades.
3. Service school courses.
4. Military specialties (MOS, NER, etc.)

Recommendations of the American Council on Education are one of the methods used in determining possible credit for military experience.

### Tuition Credit for Students Called to Active Military Duty

Northwest Iowa Community College is supportive of students involuntarily summoned to active military duty. Upon verification of orders requiring active duty, you may select from several tuition credit options. Additional information regarding tuition credit may be obtained by contacting the Registrar's office.

### Audit

Audit enrollment in courses provides you the opportunity to attend a course as a noncredit participant, usually as a listener-observer. This kind of enrollment may have value for you if you want an introduction to a subject outside your major field, a review or refresher in a subject, or other purposes where credit and grade either are not needed or would pose an unnecessary academic threat.

With the permission of the instructor and the Academic Dean, you may enroll in any course on an audit basis. You and your instructor must agree about what portion(s) of the course you plan to audit and the requirements the instructor has about your class attendance and participation in class work. If you fulfill the agreement for the audit, you will receive the grade of "N" (audit) for the course, and it will be entered on your academic transcript. If you do not fulfill the audit agreement, the Registrar, upon request of the instructor, will withdraw you from the course and issue a "W" withdrawal grade. Audit enrollments carry neither credit nor grade point value. No inference is made, nor should conclusions be drawn, about the quality or quantity of a student's mastery of the course subject matter.

Standard tuition and fees apply to all audit enrollments regardless of the length or scope of the audit.

### Honor's List

If you achieve a minimum grade point average of 3.5, are registered as a full time student, and are not receiving an incomplete on any attempted credits for a semester's work, you will be recognized for your achievement by inclusion on the Honor's List. The Honor List is publicized in local newspapers.

### Honor Graduates

If you graduate with a cumulative grade point average of 3.50 you will be recognized at graduation as being an Honor Graduate. You will also be awarded an Honor Cord at the graduation ceremony.

### Academic Restart Program/Grade Forgiveness

Northwest Iowa Community College provides past students who have not been enrolled at NCC for the past five years an opportunity to remove one or more of their NCC academic terms from future degree and grade point considerations. Changes in grade point consideration does not apply to Financial Aid. If you have additional questions see the Financial Aid office.

**Eligibility:** To apply for the NCC Restart Program the student must meet the following eligibility requirements:

1. The student must not have been enrolled in college credit instruction at NCC in the past five years.
2. The student must be enrolled in credit courses at NCC pursuing a degree or diploma.
3. The student must successfully complete one term with a 2.0 grade point or better of higher coursework before the student will be granted cumulative grade point forgiveness.



## Eligibility For Graduation

Northwest Iowa Community College awards you a degree or diploma once you have completed a specified educational program. In addition to the knowledge attained from specific program courses, you will complete general education requirements. General education courses will assist you to better understand human relations, social, and environmental issues, and to become more competent in communications and mathematics. Additionally, you will acquire knowledge relative to our society/culture and develop the awareness that your full potential is achieved through a lifetime of learning.

### Associate of Arts

In order to obtain an Associate of Arts degree, you must meet the following requirements:

1. Attain a minimum cumulative grade point average of 2.00.
2. Successfully complete a minimum of 60 semester credits.
3. Successfully complete a minimum of 45 semester credits of general education which includes the following disciplines:
 

Communications	9 semester credits
Math/Science	9 semester credits
Science course with lab required. (A minimum of one course in each discipline of math and science)	
Social Sciences	9 semester credits
Humanities	9 semester credits
Additional credits from above disciplines or Computer Literacy (CSC110-A and/or CSC115-A) 9 semester credits	
General education credit must be selected from courses ending in an "A" suffix.	
4. Successfully complete a minimum of 15 semester credits in residence. Residency is defined as coursework completed through Northwest Iowa Community College.

### Associate of Science

In order to obtain an Associate of Science degree, you must meet the following requirements:

1. Attain a minimum cumulative grade point average of 2.00.
2. Successfully complete a minimum of 60 semester credits.
3. Successfully complete a minimum of 30 semester credits of general education that includes the following disciplines:
 

Communications	9 semester credits
Math/Science	9 semester credits
(A minimum of one 3-credit course in each discipline of math and science)	
Social Sciences	6 semester credits
Humanities	6 semester credits
General education credit must be selected from courses ending in an "A" suffix.	
4. Successfully complete all courses required for a major.

5. Successfully complete a minimum of 15 semester credits in residence. Residency is defined as coursework completed through Northwest Iowa Community College.

### Associate of Applied Science

In order to obtain an Associate of Applied Science degree, you must meet the following requirements:

1. Attain a minimum cumulative grade point average of 2.00.
2. Successfully complete all required technical courses.
3. Successfully complete a minimum of 12 semester credits of general education which shall include the following disciplines:
 

Communications	3 semester credits
Math	3 semester credits
Humanities/Social Sciences	3 semester credits
General Education	3 semester credits

 General education credits must be selected from courses ending in "A", "E", or "C" suffixes with the exception of COM710-C, MAT108-C. Courses must be selected from Communications, Math, Science, Humanities, Social Sciences and Computer Literacy.
4. Attain a minimum of 15 semester credits in residence. Residency is defined as coursework completed through Northwest Iowa Community College.

### Diploma

In order to obtain a Diploma, you must meet the following requirements:

1. Attain a minimum cumulative grade point average of 1.80.
2. Successfully complete all required technical courses.
3. Successfully complete a minimum of 6 semester credits which shall include the following disciplines:
 

Communications	3 semester credits
Math	3 semester credits

 General education credits may be selected from courses ending in "A", "E", or "C" suffixes.
4. Successfully complete a minimum of 15 semester credits in residence. Residency is defined as coursework completed through Northwest Iowa Community College.

### Graduation Preparation

You are requested to attend a graduate prep session during the last semester or term of your attendance. This interview will cover graduation, placement, and financial aid procedures which apply to your responsibilities for graduation.

### Application for Graduation

If you are eligible for graduation, you must complete an "Application for Graduation" form by the fifteenth day of classes during your last term. The information that is gathered will be used for your graduation program and diploma/degree certificates.

## Graduation Fees

You must apply for graduation during registration for your last semester or term of study. A graduation fee is payable at that time. A fee will be applied for each additional degree, diploma, or certificate for which you apply.

## Early Outs

If you are registered for the last semester or term of a career education program, you may receive an “early out” for the purpose of employment. Procedure for “early out” requests may be obtained from the Registrars Office.

## Commencement Exercises/Graduation

NCC conducts two graduation ceremonies each year. The Spring Graduation is held at the end of the Spring Semester (May), and the Summer Graduation is held at the end of the Summer Term (July).

Participation in the ceremony is voluntary and does not guarantee that you will officially graduate. You will have your award mailed after semester grades are recorded, evaluated, and all financial responsibilities to the College are met.

## Class Cancellation/Delay Start Procedures

Inclement weather, mechanical systems failure, utility problems, or unforeseen circumstances may require classes to be cancelled or delayed. In the event that conditions affect Northwest Iowa Community College’s operations or schedule, students, faculty, and staff will be notified through announcements on the following radio, television stations, and websites.

Sheldon	KIWA	(1550 AM, 105.3 FM)
Cherokee	KCHE	(1440 AM, 92.1 FM)
Emmetsburg	KUYY	(100.1 FM)
LeMars	KLEM	(1410 AM, 99.5 FM)
Luverne	KQAD	(800 AM, 101.1 FM)
Okoboji	KUOO	(103.9 FM)
Milford	KUQQ	(102.1 FM)
Rock Valley	KIHK	(106.9 FM)
Sioux Center	KSOU	(1090 AM, 93.9 FM); KDCR (88.5 FM)
Sioux City	KTIV-TV; KCAU-TV; KMEG-TV	
Sioux Falls	KELO-TV; KSFY/KABY-TV; KDLT-TV	
Spencer	KICD	(1240 AM, 107.7 FM); KLLT (104.9 FM); KUYY (100.1 FM)
Worthington	KWOA	(730 AM, 95.1 FM); (93.5 FM – The Eagle)

In addition to the College’s website which is accessed at [www.nwicc.edu](http://www.nwicc.edu), many of the above listed radio and TV stations also list the cancellation/delay start information on their websites.

In the event that classes are cancelled, there are two variables that will be addressed and announced:

- Classes are cancelled and the campus is closed. The announcement made over the radio and/or on television will state: “Classes cancelled and the campus is closed.”
- Classes are cancelled and the campus is open. The announcement made over the radio and/or on television will state: “Classes are cancelled and employees will report for work.”
- In the event that the class starting time is delayed, the announcement over the radio and/or television will state: “Classes will begin at specific time.”
- Day Classes: A decision to cancel/postpone college classes will be made by 6:00 a.m.
- Evening Classes: A decision affecting evening classes will be made by 4:00 p.m. In the event that evening classes are cancelled, the announcement made over the radio and/or on television will state: “There will be no evening classes at Northwest Iowa Community College. The College will close at specific time.”
- Saturday Classes: A decision to cancel/postpone Saturday classes will be made no later than 8:00 a.m.

## Emergency Procedures

Follow the instructions of staff personnel in the event of an emergency, (i.e. fire, tornado, bomb threats, etc). Shelter areas and emergency exits are posted throughout the campus.

# CAMPUS LIFE

## Student Conduct

NCC expects that you will obey federal, state, and local laws; will show respect for properly constituted authority; and will exhibit and maintain integrity and honor in all matters related to NCC. The Board shall authorize procedures as appropriate to student behavior and discipline for a post-secondary institution. For additional information contact the Vice President of Instruction & Learning or designee.

## Tobacco Policy

The Board of Trustees is committed to providing a safe environment for students and employees. Therefore, all campus buildings are tobacco free. Smoking is permitted only in outside designated areas.

## Firearms on Campus

No firearms, ammunition, or any other controlled weapon or incendiary device, substance, or materials will be allowed on college property, except as authorized by the Director of Operations and Finance for use in instruction in an instructional program.

## Interviews with Students

Law enforcement officials shall not be refused the right to interview a student at Northwest Iowa Community College provided that the student is informed of his/her legal rights and a Vice President and/or Academic Dean is present during the interview. For off campus sites or functions the NCC employee responsible may be designated to serve that roll and they will inform the appropriate Dean/Vice President immediately. If the student involved is a minor, the parents or guardian will be informed prior to the interview, if at all practical.

## Vehicle Regulations

Registration of student vehicles is not required, but the following regulations will apply to vehicles on campus:

- a. Speed Limits: parking lots—5 mph;  
College Drive—25 mph;  
campus streets—20 mph
- b. Careless, double, irregular parking, and parking on grass is prohibited.
- c. Parking in restricted areas is prohibited. Vehicles parked in restricted areas will be towed and impounded. Towing and storage fees will be charged to the vehicle owner.
- d. Visitor parking areas are reserved for campus visitors only.
- e. Handicapped parking is reserved for students, staff, and campus guests displaying valid handicap stickers.
- f. Students are required to use the parking lots assigned to the instructional division in which they are enrolled.
  - Parking Lot 1—Business/Arts & Sciences
  - Parking Lot 2—Trade & Technology/Building C
  - Parking Lot 3—Trade & Technology/Building D
  - Parking Lot 4—Health/Business/Arts & Science
  - Parking Lot 5—Campus Housing
- g. Failure to comply with the regulations will result in a parking violation subject to a \$10.00 fine per violation or towed at owner's expense. If the fine is not paid within five college days, the fine will double. Multiple violations could result in suspension from classes. Vehicles left in the parking lot, for an extended period of time, due to car trouble, flat tire(s) or other reasons should get permission or notify Physical Plant Staff as soon as possible. If no contact is made with NCC personnel after 1 week it will be considered an abandoned vehicle, subject to a \$10 fine or towed at owner's expense.

## Student Activities

Many activities are available to you at Northwest Iowa Community College.

- Community activities at discounted costs including recreation facilities, golf, civic music concerts, and movie theaters.
- Entertainment activities planned by the Student Government Association.
- A large screen TV, pool table, foosball table, and a game room are available on campus.
- SGA provides opportunities to be active in legislative issues and attend the (IACCT) Iowa Association of Community College Trustee's Student Legislative Forum in Des Moines each year.
- SGA works through the Sheldon Community Recreation Department to provide opportunities to participate in co-ed volleyball, men's basketball, women's volleyball, men's touch football and women's and men's softball.

## Student Government Association

SGA is the student governing and leadership organization of the College. A President, Vice President, Secretary, and Treasurer are elected yearly. Student representatives attend SGA meetings twice a month, present student views, and report back to their program on current issues.

The purpose of the SGA is:

- a. To plan activities which are of interest to the student body.
- b. To develop and maintain rapport between the student body, faculty, and administrative staff of the College.
- c. To be responsible for student activities conducted under college sponsorship.
- d. To advise the administration on the needs of the students.

## Student Organizations

Student groups may organize upon receiving the approval of the appropriate or the delegated representative. Such groups shall operate in conformance with qualifications and regulations determined by the administration. Failure to comply with regulations may result in disbanding the organization by action of the Board of Trustees or the President.

Student groups seeking approval to organize should provide the following documentation:

1. Reason for organizing
2. By-laws/Constitution
3. College Staff Sponsor(s)
4. Request to Vice President of Institutional Advancement & Enrollment Services

## Student Presentations/Events

Approval for a student presentation/event shall be secured from the Vice President of Institutional Advancement & Enrollment Services and the date of the presentation/event will be placed on the college calendar before any public announcement is made. Hours, behavior, and activities related to student presentations/events shall be determined by the college administration. Only those persons who can be expected to recognize and respect the authority and responsibility of College personnel shall be permitted to attend.

The form for approval of student presentations/events must be completed and approved prior to the student presentation/event.

## Tools, Books, and Personal Effects Security

Even though the College buildings are secured nightly, NCC cannot assume responsibility for lost, stolen or damaged student tools, books and/or personal effects. Tools, books, and personal effects are generally covered by homeowner's insurance. It is the student's responsibility to check their policy or their parents' policy to make certain that those items are properly insured.

## Student Telephone Calls

Telephone calls for students will be directed to the appropriate division secretary who will take a message and post it on the appropriate message board. It is the student's responsibility to check the message boards for telephone messages.

In the case of an emergency, the telephone call will be directed to a Counselor, an Advisor, or an appropriate staff member.

## Medical Emergencies

First aid kits are located in each department and building on campus as well as in all College vehicles. If medical attention is needed, NCC's Medical Emergency Team can be summoned through an instructor or the Campus Information Desk in Building A.

NCC assumes no responsibility for medical treatment of a student.

## Eye Safety Information

Iowa Law 280.10 requires that students participating in vocational education shops or laboratories shall wear industrial quality eye protection devices at all times while participating in any phase or activity of such course which may subject the student or teacher to risk or hazard from materials or processes used in aid courses.

Industrial quality eye protection devices, as referred to in the law, mean devices meeting the standards of the American Standards Association Safety Code Z87.1-1968. Practice for Occupational and Educational Eye and Face Protection promulgated by the American National Standards Institute, Inc.

In order to comply with safety glass requirements, students may choose from the following:

1. Purchase non-prescriptive safety glasses with permanent side shields. Safety glasses are available from the Northwest Iowa Community College Bookstore.
2. Purchase goggles, which may be worn over regular prescription eye glasses from the Northwest Iowa Community College Bookstore.
3. Purchase prescription, industrial quality safety glasses with permanent side shields from the eye doctor.

# STUDENT RIGHTS

## Student Grievance Procedure

If you have a grievance because of a grade received, academic related problem, or other grievable situation, you may follow a step-by-step process that could include the instructor, Academic Dean, Vice President of Instruction and Learning Services, and President. The President shall serve as the final arbiter. The written procedure for this appeal process is available from the Vice President of Instruction and Learning Services.

Definition—working day: any day when the Administrative Offices are open.

### LEVEL I—INSTRUCTOR

A student with a grievance should first discuss it with his/her instructor in an effort to resolve the problem.

### LEVEL II—ACADEMIC DEAN

When the grievance is not resolved at Level I, the student should discuss it with his/her Academic Dean with the objective of resolving the grievance informally.

### LEVEL III—VICE PRESIDENT OF INSTRUCTION AND LEARNING SERVICES

When a grievance is not resolved at Level II, the student should discuss it with the Vice President of Instruction and Learning Services with the objective of resolving the grievance informally.

### LEVEL IV—VICE PRESIDENT OF INSTITUTIONAL ADVANCEMENT & ENROLLMENT SERVICES

When the grievance is not resolved at Level III and the student wishes to pursue the grievance, the student shall file a complaint in writing and submit the written grievance to the Vice President of Institutional Advancement & Enrollment Services.

The filing of the formal, written complaint at Level IV must be within fifteen (15) working days from date of the event giving rise to the grievance or from the date the grievant could reasonably become aware of such occurrence. The grievant may request that a meeting concerning the complaint be held with the Vice President of Institutional Advancement & Enrollment Services. A minor student may be accompanied at the meeting by a parent or guardian.

The Vice President of Institutional Advancement & Enrollment Services shall investigate the grievance and attempt to resolve it. A written report from the Vice President of Institutional Advancement & Enrollment Services regarding action taken will be sent within fifteen (15) working days after receiving the written document.

### LEVEL V—PRESIDENT

When the grievance is not resolved at Level IV, the grievant may process it to Level V by presenting a written appeal to the President of the College within ten (10) working days from the date the grievant receives the report from the Vice President of Institutional Advancement & Enrollment Services. Within fifteen (15) working days after receiving the written grievance, the President will render a written decision. The decision of the President is final.

This procedure in no way denies the right of the grievant to file formal complaints with the Iowa Civil Rights Commission, other agencies available for mediation or recertification of affirmative action grievances, or to seek private counsel for complaints alleging discrimination.

### **Sexual and Gender Harassment Reference Board Policy 578**

It is the policy of the College to maintain an environment conducive to work and study. Such an environment is free of sexual and gender harassment and all forms of sexual intimidation and exploitation. The College will take action to prevent and correct such behavior.

The College does not condone actions or words which a reasonable person would regard as sexually harassing or coercive. The Equal Employment Opportunity Commission characterizes sexual harassment as “unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.” The following behaviors will not be tolerated: abusing the dignity of a student through insulting or degrading sexual remarks or conduct; threats, demands, or suggestions that a student’s academic progress is contingent upon his/her toleration of, or submission to, sexual advances.

The relationship between faculty, staff, and students is central to the mission of the College. It is essential to establish that the standard of expected conduct in the relationship goes beyond the normal description of sexual harassment. Therefore, the College will view it as unethical and inappropriate if staff members engage in amorous relations with students enrolled in their classes or subject to their supervision, even when both parties appear to have consented to the relationship. Exceptions include previous and ongoing relationships such as husband and wife.

### **Sexual and Gender Harassment Procedure**

1. Any member of the college community who believes that he/she has been subjected to sexual or gender harassment shall report the incident(s) to the College’s Equal Employment Opportunity/Affirmative Action officer (EEO/AA), the Director of Human Resources.
2. The College EEO/AA officer receiving complaints shall attempt to resolve the problem in an informal manner through the following interviewing process.
  - a. The College EEO/AA officer shall confer with the grievant in order to obtain a clear understanding of the party’s statement of the facts.
  - b. The College EEO/AA officer shall then attempt to meet with the charged party in order to obtain his or her response to the complaint.
  - c. The College EEO/AA officer may hold as many meetings with the parties as is necessary to gather facts. However, the first such meeting shall be scheduled within five (5) working days of the date the complaint is first registered.
3. In investigating such complaints, the following shall apply:
  - a. The person bringing the complaint will suffer no retaliation.
  - b. The complaint will not be discussed with anyone else without the person’s permission. The right to confidentiality, both of the complainant and of the accused, will be respected.
  - c. Use of the College’s internal process in no way prevents, or interferes with, the complainant’s right to seek redress in other appropriate forums.
- d. On the basis of the College’s EEO/AA officer’s understanding of the situation, he/she may:
  - (1) Attempt to resolve the matter informally through conciliation.
  - (2) Report the incident and transfer the record to the President or designee, and so notify the parties by certified mail.
  - (3) After reviewing the record made before the College’s EEO/AA officer, the President or designee may attempt to gather any more evidence necessary to decide the case, and thereafter impose any sanctions deemed appropriate, including a recommendation to the Board of Trustees for termination or expulsion. Consideration by the Board of Trustees shall be deemed the “hearing level” in this procedure and their decision shall be final.



### Anti-Bullying/Harassment Board Policy 579

Harassment and bullying of students and employees are against federal, state, and local policy, and are not tolerated by the College. The College is committed to providing all students with a safe and civil college environment in which all members of the college are treated with dignity and respect. To that end, the College has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by students, college employees, and volunteers who have direct contact with students will not be tolerated in the college.

The College prohibits harassment, bullying, hazing, or any other victimization of students based on any of the following actual or perceived traits or characteristics, including but not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

This policy is in effect while students are on property within the jurisdiction of the College; while in college-owned or college-operated vehicles; while attending or engaging in college-sponsored activities; and while away from college grounds if the misconduct directly affects the good order, efficient management, and welfare of the college.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion.

Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile college environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with the student's performance; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the college.

"Electronic means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging, or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, physical, or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with the student's performance or creation of an intimidating, offensive, or hostile learning environment.

In situations between students and college officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in college programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a college official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report.

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion.

The college will promptly and reasonably investigate allegations of bullying or harassment. The Director of Human Resources or designee will be responsible for handling all complaints by students alleging bullying or harassment.

It also is the responsibility of the President, in conjunction with the investigator, to develop procedures regarding this policy.

The college shall annually publish this policy in the student handbook and a copy shall be made to any person at the Human Resources Office, 603 West Park Street, Sheldon, Iowa.

## Bullying, Harassment, Initiations, or Hazing Procedures Reference Board Policy 579

Bullying, harassment, and abuse are violations of college policies, rules, and regulations and, in some cases, may also be a violation of criminal or other laws. The college has the authority to report students violating this rule to law enforcement officials.

Students who feel that they have been bullied or harassed should:

- Communicate to the bully or harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the bully or harasser, the individual should ask an instructor, counselor, or adviser to help.
- If the harassment does not stop, or the individual does not feel comfortable confronting the bully or harasser, the individual should:
  - tell an instructor, counselor, or adviser; and
  - write down exactly what happened, keep a copy, and give another copy to the instructor, counselor, or adviser including:
    - what, when, and where it happened;
    - who was involved;
    - exactly what was said or what the bully or harasser did;
    - witnesses to the harassment;
    - what the student said or did, either at the time or later;
    - how the student felt; and
    - how the bully or harasser responded.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. Bullying or harassment on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb, or trouble persons when:

- places the student in reasonable fear of harm to the student's person or property;
- has a substantially detrimental effect on the student's physical or mental health;
- has the effect of substantially interfering with the student's academic performance; or
- has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a college.

Sexual harassment includes, but is not limited to:

- verbal, physical, or written harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person with sexual or demeaning implications; and
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

Bullying or harassment based upon factors other than sex includes, but is not limited to:

- verbal, physical, or written harassment or abuse;
- repeated remarks of a demeaning nature;
- implied or explicit threats concerning one's grades, job, etc.; and
- demeaning jokes, stories, or activities.

## Students Infected With Dangerous and Life Threatening Diseases Policy and Procedure

The following policy is hereby adopted by Northwest Iowa Community College concerning students at NCC infected with dangerous and life threatening diseases:

1. It is recommended by NCC that most persons infected with dangerous and life threatening diseases should be allowed to continue with the education at NCC in an unrestricted manner with the approval of their physician. Dangerous and life threatening diseases are those where potential for transmission of the disease causing agent is present. It is the policy of NCC that benefits of unrestricted education for any student infected with dangerous and life threatening diseases under normal circumstances outweigh the remote possibility that any such student will transmit such an infection within the NCC environment.
2. 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 of NCC can no longer perform his or her essential functions at NCC without endangering the health and safety of other students or if it is determined that there is reasonable probability of substantial harm to the student or to others by the continued education of the student at NCC, such student may be suspended under the guidelines set out in the policy and procedure.
3. For purposes of determining whether a student presents an unacceptable risk, NCC shall, on an annual basis, designate an individual physician/clinic who has the qualifications to evaluate whether or not an infected student poses a risk to others. Evaluation of a student infected with a dangerous and life threatening disease should be performed regularly by the designated physician/clinic. If it is subsequently determined by such a designated physician/clinic that the infected presents an unacceptable risk and cannot perform his or her essential functions in question without endangering the health and safety of the other students and that there is a reasonable probability of substantial harm, then the student at NCC should be suspended until such time as a subsequent review should be established at the time the initial decision is made to exclude the student from further education at NCC.
4. It is the policy of NCC that the number of students aware of any students infected condition should be kept to a minimum and that any persons involved in the case and education of any such student should respect that student's right to privacy. All records maintained on any infected student shall be confidential.
5. It is not the policy of NCC to require random sampling and screening of students for infection of dangerous and life threatening diseases.

# SERVICES TO STUDENTS

## Student IDs

You will receive a Northwest Iowa Community College photo identification card when you attend new student orientation. Your ID card entitles you to special discounts at local movies, health clubs, and other selected businesses, as well as free admission to selected NCC functions. The ID card is your library card and your identification for the Business Office and Learning Center. Replacement cards will cost the student \$2 per card.

## College Switchboard

The College telephone switchboard is accessible during the hours of 7:30 a.m. to 5:00 p.m. Monday through Thursday, and from 7:30 a.m. to 4:30 p.m. on Friday. During the fall and spring semesters the switchboard is also accessible from 5:00 to 8:00 p.m. Monday through Thursday. Dial 712-324-5061.

## E-Mail Access

All NCC students are assigned a student email account. It is the student's responsibility to check his/her email account on a regular basis and comply with established policies. Faculty and staff reach students regarding their classes, activities on campus, and other important information through student email. Student email can be accessed from any computer via the internet through the NCC website. If students are unsure of their user name and password, they should contact Student Services.

## Public Transportation

Public bus service is available to Sheldon residents. A fee will be charged. For information, call the Regional Transit Authority at 1-800-358-5037.

## Food Service

The NCC Cafeteria, located in Building A, serves breakfast, noon entrees, and short orders Monday through Friday. You may purchase a semester meal plan for breakfast, noon meal, or both. This service is available to all students, staff, families, and the general public.

## Child Care

The local public licensed daycare provider is Children's World of Sheldon. Nursery, child care and preschool services are available by calling 324-4837.

## Emergency Telephone

Emergency telephones for 911 calls are located:

- East side of Parking Lot 1
- North side of Parking Lot 4
- South side of Parking Lot 4

## Local Agencies

**Department of Human Services (O'Brien County & Osceola)**  
800-392-3895

**Department of Human Services (Sioux County & Lyon)**  
800-337-2943

**Department of Human Services (Cherokee)**  
866-640-7087

**Division of Vocational Rehabilitation Services**  
712-324-4864

**Iowa Workforce Development**  
712-324-4152

**Family Crisis Center of NW Iowa**  
800-382-5603  
*(free and confidential services for victims of domestic violence and sexual assault)*

**Seasons Center for Community Mental Health, Rock Valley**  
800-242-5101 (24 hr. crisis line)  
712-324-3263 for appointment

**Planned Parenthood of Greater Iowa**  
712-262-1545

## Northwest Iowa Drug Treatment Unit

Sioux County	712-439-1170
Lyon County	712-472-3442
O'Brien County	712-324-3276
Osceola County	712-754-3443
Cherokee County Drug and Alcohol Treatment:	
Jackson Recovery	712-225-5856
Plains Area Mental Health	712-225-2575

## Voter Registration

Voter registration forms are available at the Registrar's office. Registration can be done by mailing in the form to the Commissioner of Elections at the Courthouse in your county. The form is also available on the web. The address is [www.sos.state.ia.us](http://www.sos.state.ia.us).

Voter registration forms can be mailed to the following addresses:

**Lyon County Auditor,**  
206 S. 2nd Ave., Rock Rapids, IA 51246

**O'Brien County Auditor,**  
155 S. Hayes Ave., P.O. Box M, Primghar, IA 51245

**Osceola County Auditor,**  
300 7th St., Sibley, IA 51249

**Sioux County Auditor,**  
P.O. Box 18, Orange City, IA 51041

**Plymouth County Auditor,**  
215 4th Avenue SE, Le Mars, IA 51031

**Cherokee County Auditor,**  
520 W. Main St., Drawer H, Cherokee, IA 51012

**Clay County Auditor,**  
300 West 4th Street, Ste 4, Spencer, IA 51301