

COLLEGE INFORMATION



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It gives me pleasure to introduce you to Northwest Iowa Community College. This catalog provides a glimpse of our community college and offers a lot of information regarding the College, its programs, activities, services, and history of the College. 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 vocational programs and our students and graduates have shown the results. Each year students from our technical programs receive top state and national awards in student competitions. In 2005, the NCC Automotive Technology Program was chosen as the Best General Automotive Program in Iowa and fourth in the nation. 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 soon to include a Lab Technician program for Biotechnology. 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 slogan, "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 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.

Dr. Bill Giddings, President
Northwest Iowa Community College

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- Northwest Iowa Community College
- Started as pilot program in 1966
- Located in Sheldon, IA (population: 5000)
- 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.

About NCC

Northwest Iowa Community College Offers Two Smart Options: Technical programs or Arts & Science transfer courses

Get skilled. Get a good paying job after just 1 or 2 years.

Ability. Talent. Handiness. In the Trade and Technology division at Northwest Iowa Community College, Sheldon, IA, we talk a lot about skills. If you choose to be in one of our 20-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. In addition to many well-known established programs, NCC offers four programs which cannot be found anywhere else in the state of Iowa: Powerline, Industrial Instrumentation and Control, Electrical Technology—Advanced Standing, and Heavy Equipment Operation and Maintenance. Instructors are eager to share their “on the job” experience with their students.

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

Northwest Iowa Community College 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. Small class sizes ensure personal attention needed to succeed. Instructors have excellent credentials, which include masters and doctoral degrees. Want to be a journalist or a teacher? Maybe you want to be a human resource manager, business manager, nurse or physician. It's all within your reach when you choose NCC first.

NCC graduates are in demand.

Over the past five years, NCC's total college employment rate has averaged 96%! 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.

Continuing Education and Business & Industry

Additionally, the Continuing Education Department and Business & Industry Center at NCC annually boast enrollments of over 28,000 through non-credit employee training and continuing education programs. The College takes pride in tailoring both short- and long-term courses to meet the needs of individuals, businesses, and industries.



Accreditation

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



Assessment of Student Learning

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 program is to substantiate the level of student learning. The results of assessment will be used to improve both teaching and learning.

What you learn as a student at Northwest Iowa Community College is the very heart of the educational process. Assessing the learning that is taking place in the classroom and lab is paramount for your success, as well as the success of the program. Therefore, multiple methods of assessment (both graded and non-graded) will be used throughout the program to determine what learning is taking place. It is through the assessment that the instructor, program, and College will improve the educational process for "YOU." It is vitally important that you give your best effort to every assessment method that you participate in.

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.

Philosophy of General Education

Northwest Iowa Community College believes that general education courses will assist you to better understand human relations, social, and environmental issues, and to become more competent in communications and mathematics.

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.

Since its inception, the NCC Foundation has expanded its scope to secure contributions that enhance the College. 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 Foundation office, Admissions office, through Merged Area IV guidance counselors, or by going to the website at www.nwicc.edu and clicking on "Admissions" and then "Scholarships."

COMPLIANCES

Equal Opportunity Statement

It is the policy of Northwest Iowa Community College not to discriminate on the basis of sex, color, national origin, religion, age, or disability in its educational programs, activities, or employment policies as required by state and federal nondiscrimination laws.

Northwest Iowa Community College will not tolerate violations of state and federal nondiscrimination laws. All inquiries or grievances regarding discrimination based on sex, race, national origin, religion, age, marital status, or disability may be directed to the Vice President of Finance and Administrative Services, Northwest Iowa Community College, 603 W. Park Street, Sheldon, IA 51201, telephone 712-324-5061.

Americans With Disabilities Act & 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, 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 58% for students who entered Northwest Iowa Community College on a full-time basis for the fall term, 2001. 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 Vice President of Finance and Administrative Services 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 Vice President of Finance and Administrative Services. Incident report forms are available from the office of the Vice President of Finance and Administrative Services.

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 people are 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 will be open at all times with individual rooms being locked constantly. The College 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, 2002-2003, 2003-2004, and 2004-2005 comparative reputable crime rates were as follows:

	02-03	03-04	04-05
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	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Drug Law Violations	0	0	0
Liquor Law Violations	0	0	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 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 to 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 Vice President of Finance and Administrative Services.

Students and staff rights shall be protected in accordance with due process.

Students and 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.

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. For more information, refer to the National Meningitis Association website 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

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) 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 the COMPASS 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 or who have taken the ACT or Asset, will not be required to take the COMPASS.
6. Other requirements: Applicants entering some programs will be required to submit a completed physical examination form to the Enrollment office.

NOTE: If you have not completed all admissions requirements, you may be permitted to attend classes but will not be accepted nor have any grades issued until all requirements are met.

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 may be 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 services are confidential and adhere 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.

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
- 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 posted online (www.nwicc.edu, click on “Human Resources” and “Job Database”), around campus on bulletin boards and through email. Current students and alumni are welcome to use the Job Placement Office. Email jobs@nwicc.edu to be placed on the job email list.

TRiO Student Support Services

The STARS (Students Taking Advantage of Resources for Success) program is a TRiO Student Support Services grant funded by the Federal Government. The goal is to motivate, encourage, and assist students in graduating from their program at NCC and, transferring to a four-year college, if they wish.

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, Lunch & Learn workshops, and tickets to area cultural events. In addition, STARS students may be eligible for GRANT AID funding through the program.

Students must apply to the STARS office and will be notified as to their eligibility.

Housing

NCC provides several options to meet your housing needs. On-campus apartments are available at NCC. The apartments, which can accommodate 36 students, are easily accessible to all college buildings. There are 16 one-bedroom apartments and 1 two-bedroom apartment. Each apartment includes a kitchenette, dining/living room area, and a bathroom and bedroom(s). Facilities are owned and operated by the College and supervised by community advisors who live in the apartment building.

If you wish to live off campus, NCC provides a housing list. Student housing is available directly adjacent to the campus, in the city of Sheldon, and surrounding areas. Information concerning housing is available at the Student Services Office.

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 16,500 volumes in its book collection, nearly 3,500 in its video collection, and subscribes to more than 175 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 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, calculators, phone cards, gifts, holiday items, and much more. Candy, snacks and pop are also available for purchase. The bookstore accepts Discover, MasterCard, and Visa credit cards to assist you in purchasing. The NCC Bookstore is affiliated with a used-book company and offers used books for sale and will buy back selected used books at the end of each semester.

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 mschwebach@nwicc.edu.

If you require individualized study, you may take certain vocational courses through the Learning Center with the approval of the instructor, Dean, Counselor, or Vice President of Instruction 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, Dean, and/or Learning Center.

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

A computer lab, tape recorders, DVD/VCRs, 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. The high school program is administered through the Learning Center.

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 or obtaining an Adult High School Diploma from NCC or a local high school diploma through the completion of NCC high school credits. For additional information, contact mschwebach@nwicc.edu or lynnr@nwicc.edu.

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, the Northwest Iowa Alternative High School, trade or business school, armed services, correspondence courses, and the GED Equivalency Test.

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
Total	36 semester credits

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

Keyboarding
Accounting
Personal Finance
Intro to Business
Computer Concepts

Math

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

Social Studies

Intro 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
English 2600
English 3200
Purple Literature
American Literature
Gold Literature
Green Literature
Word Essentials (Vocabulary/Spelling)
Basics of English
Basic Composition
Composition
American Writers
Basics of Oral Communications
Media Today
Reading Improvement
Independent Reading
Writing Through Computer Applications

Fine Arts

Art History

Sciences

Anatomy & Physiology
Health
Biology
General Science
Astronomy
Numbers & Units in Science
Chemistry
Physical Science
Earth Science

Careers

75-hour Nursing Assistant 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.



CONTINUING EDUCATION

It is widely recognized that education is a continuous, life-long 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



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

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 Students Services. Textbooks are checked out from the Learning Center.

Specific developmental courses include:

Catalog #	Course Title	Credits
Math		
MAT032H	Arithmetic for College Students A	2
MAT033H	Arithmetic for College Students B	2
MAT060H	Algebra IA	3
MAT061H	Algebra IB	3
MAT070H	Algebra IIA	3
MAT071H	Algebra IIB	3

Business

OFF010H	Developmental Keyboarding	2
ACC052H	Accounting A	3
ACC053H	Accounting B	3

Communications

ENG005H	Vocabulary	2
ENG050H	English 2200	2
ENG051H	English 2600	2
ENG052H	English 3200	2
ENG053H	English Brushup	2
ENG054H	Basic Composition	3
ENG060H	Grammar Through Computer Applications	2

Science

BIO050H	Intro to Biology I	2
BIO051H	Intro to Biology II	2
CHM050H	Intro to Chemistry I	3
CHM051H	Intro to Chemistry II	3
BIO060H	Intro to Anatomy & Physiology I	3
BIO061H	Intro to Anatomy & Physiology II	3

Social Science

SDV022H	Study Strategies	2
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Health Profession

HSC050H	Intro to Medical Terminology	2
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SPECIAL NEEDS

Services for Student with Disabilities America Disabilities Act & The Vocational Rehabilitation Act

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. 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 800-324-4907, ext. 242, or the counselor's office, building A, Student Services for an application for accommodations.

2. Submit the completed application ad 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 for Reservists (Chapters 1606 & 1607), Veterans Affairs Vocational Rehabilitation Program (Chapter 31), Veterans Education Assistance Program-VEAP (Chapter 32), and GI Bill for Survivors and Dependents (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 transfer advisor 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 at www.nwicc.edu 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 guide 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 2006–2007 Academic Year

Tuition Per Semester Credit

Resident	\$103.00
Non-Resident	\$148.00
eCollege Per Semester Credit (Includes Course Fee & Student Fee)	
Resident or Non-Resident	TBA

Student Fees

Application (nonrefundable, paid 1 time only)	\$10.00
Student Fee (Per Credit)	\$3.00
Technology Fee (Per Credit)	\$5.00
Graduation Fee (First Diploma)	\$35.00
Each Additional Diploma	\$25.00
CDL Fee for Heavy Equipment & Powerline students per semester	\$50.00
per summer term	\$25.00
GED Testing Fee	\$70.00

Fee Per Credit by Course Prefix

ACC-ADM-ANT-ART-BCA-BUS-COM-CRJ-CSC- DRA-ECE-ECN-EDU-EMS-ENG-ENV-FIN-FLG- FLS-GEO-HIS-HSC-JOU-LGL-LIT-MAT-MGT- MKT-MMS-MUS-PEA-PEC-PEH-PHI-PHS-PHY- POL-PRL-PSY-REL-SDV-SOC-SPC	\$10.00
ADN-AUT-BIO-CAD-CHM-CIS-CON-CRR- DSL-ELE-ELT-HIT-MFG-NET-PNN-RAD-WEL	\$16.00
HEQ-PWL	\$23.00

Fees are applicable for all credits for which you are registered.

NOTE: The College reserves the right to change the tuition and fee schedule at any time without prior notification to applicants and students.

**Tuition and fees for 2007–2008 were not determined at date of printing.*



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 class of each 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 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, FACTS Management Company.
3. You may sign up for a payment plan through FACTS Management Company. There is a \$35.00 nonrefundable processing fee charged by FACTS. Information about the payment plan through FACTS is available on our website at www.nwicc.edu, and you may also pick up a brochure at the Business Office.

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 re-enroll 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:

September 5, 2006: Last day for 100% tuition and fee* refund for fall semester classes

January 23, 2007: Last day for 100% tuition and fee* refund for spring semester classes

June 5, 2007: Last day for 100% tuition and fee* refund for summer term classes

The above 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 returned completed, by the student, to the Student Services Office.

*The CDL fee is non-refundable.

Refund/Balance Checks

Refund checks are issued only on Fridays: the Business Office must receive a written request from the student or Financial Aid Office 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. 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. 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 2006–2007 for fall semester is November 6, 2006 and for spring semester is March 30, 2007. 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. 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 2006–2007 for fall semester is November 6, 2006 and for spring semester is March 30, 2007. 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.

Student Records

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 Vice President of Finance and Administrative Services. 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

The records retention policy of Northwest Iowa Community College shall be as follows:

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 (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. 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.

Eligibility

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 over the Internet at www.fafsa.ed.gov or complete the paper FAFSA 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 copies of student and parent federal tax forms.
4. Report acceptance of all outside scholarships or loans to the Financial Aid Office.
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. 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 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 NCC will result in being turned over to collections. Anyone in a repayment situation will remain ineligible for federal aid until the repayment is resolved.

Financial Aid Satisfactory Academic Progress

If you receive financial aid, you must maintain satisfactory academic progress in your course of study. If you do not have a 2.00 cumulative grade point average for a degree program or a 1.80 cumulative grade point average for a diploma program at the end of any term, you will be placed on Financial Aid Probation. A student on Financial Aid Probation continues to receive financial aid.

If, upon completion of the probation term, you have not improved your cumulative grade point average to 2.00 for degree programs or 1.80 for diploma programs, you will be considered to be making “Unsatisfactory Progress” and will be placed on Financial Aid Suspension. Financial Aid Suspension is the termination of all financial aid.

Students placed on Financial Aid Suspension who can prove special circumstances pertaining to their case, may appeal the decision denying aid. The appeal must be in writing by submitting the Financial Aid Suspension Appeal Form to the Financial Aid Director. The Financial Aid Academic Review Committee will respond to the appeal in writing. The decision of the Financial Aid Academic Review Committee may be appealed by following the college 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 students 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.

To make satisfactory academic progress, you must also successfully complete the required academic terms within a maximum time frame. Completion of at least one-half of the credits for which you are registered is also required. An “F” grade does not count toward completion.

The standards of satisfactory progress include your total academic history at Northwest Iowa Community College. In order to receive aid, you must be making satisfactory progress regardless of whether financial aid was previously received.

You are also required to attend classes in order to be eligible to receive financial assistance. The Financial Aid Office is required by law to adjust financial aid awards when notified that attendance has ceased. This adjustment may put you in an over-award situation which may require you to repay funds.

If you enroll for coursework but do not attend the classes, you may be required to repay the amount of financial aid you received and the amount that was credited to your bill, whether or not you officially withdrew from the College.

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 2006-2007 award year is \$4,050; the minimum grant is \$400. 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).

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 \$7.00 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).

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 \$2,625 for first-year students and \$3,500 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. Click on "Admissions," then "Tuition/Financial Aid." Next, please select an area of interest: "Loan Counseling" and click on "Online Loan Counseling Graphic".

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

Federal Parental Loan For Undergraduate Students (PLUS)

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.

Veterans Educational Benefits

The Montgomery GI Bill (Chapter 30), the Montgomery GI Bill for Reservists (Chapter 1606 and Chapter 1607), Veterans Affairs Vocational Rehabilitation Program (Chapter 31), Veterans Education Assistance Program-VEAP (Chapter 32), and GI Bill for Dependents (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) 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-1201 S Second Avenue) 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 \$1,500) against their federal income taxes. Contact a tax accountant for additional information.

Scholarship Opportunities

The Northwest Iowa Community College Foundation offers several scholarship opportunities for resident and non-resident 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, through Merged Area IV guidance counselors, or by going to the website at 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 1.80. 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 has attained demonstrated 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	

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 submitted to the Dean for approval and submitted 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. Go to “Student Resources” and click on “Registrar.”

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. 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.
2. Starting Fall 2005, the original grade will appear on your transcript with an “R” (repeat) next to it. The “R” 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.

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 Instruction and Learning Services. The Vice President of Instruction 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.

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 from 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.

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. Currently 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 Colleges Tech Prep Coordinator.

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. DANTES 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.

Credit by Examination

Credit for some courses may be granted upon successful completion of a comprehensive examination over the content of the course. 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.

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.

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
Mathematics/Science	9 semester credits
Science course with lab required. (A minimum of one course in each discipline of mathematics and science)	
Social Sciences	9 semester credits
Humanities	9 semester credits
Additional credits from above disciplines or	
Computer Literacy (CSC110A and/or CSC115A)	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
Mathematics/Science	9 semester credits
(A minimum of one 3-credit course in each discipline of mathematics 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
Mathematics	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 COM710C, MAT108C.
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
Mathematics	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.

Exit Interview

You are requested to attend an exit interview 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 of \$35.00 is payable at that time. A \$25.00 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 Registrar’s 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.

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 and Learning Services.

Tobacco Policy

The Board of Trustees is committed to providing a safe environment for students and employees. Therefore, all campus buildings are tobacco free.

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 Vice President of Finance and Administrative Services 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. If the student involved is a minor, the parents or guardian should be informed prior to the interview, if at all practical.

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. Cancellation or a delay in starting will be made through announcements on the following radio, television stations, and websites.

Sheldon	KIWA (1550 AM, 105.3 FM)
Sioux Center	KSOU (1090 AM, 93.9 FM); KDCR (88.5 FM)
Rock Valley	KIHK (106.9 FM)
Spencer	KICD (1240 AM, 107.7 FM); KLLT (104.9 FM)
LeMars	KLEM (1410 AM, 99.5 FM)
Luverne	KQAD (800 AM, 101.1 FM)
Cherokee	KCHE (1440 AM, 92.1 FM)
Worthington	KWOA (730 AM, 95.1 FM); 93.5 FM - The Eagle
Sioux City	KTIV; KCAU; KMEG
Sioux Falls	KELO; KSFY

www.nwicc.edu
www.kiwaradio.com

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.

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, or irregular parking 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. Parking Lot 4 is a restricted parking lot.
- f. Handicapped parking is reserved for students, staff, and campus guests displaying valid handicap stickers.
- g. Students are requested 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 6 Trade & Technology/Health/Business/
Arts & Sciences
- h. Failure to comply with the regulations will result in a parking violation subject to a \$10.00 fine per violation. If the fine is not paid within five college days, the fine will double. Multiple violations could result in suspension from classes.

Student Activities

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

- Community activities at discounted costs include recreation facilities golf, swimming, civic music concerts, and movie theaters.
- Entertainment activities are 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 (IAACT) 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.
- Opportunities are available to learn leadership skills by attending the Iowa Community College Student Leadership weekend each year.
- Miscellaneous seasonal and student activities are scheduled throughout the year.

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.

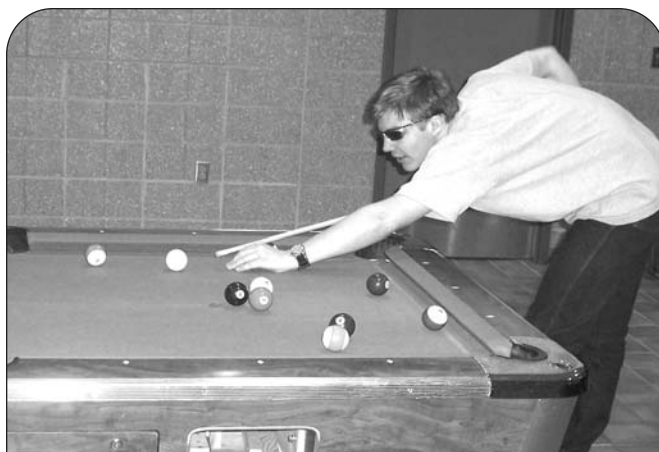
NCC assumes no responsibility for medical treatment of a student.

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, Vice President of Institutional Advancement and Enrollment 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 Advancement and 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 Vice President of Vice President of Finance and Administrative Services.
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.
 - 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.
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.

Students Infected With Dangerous and Life Threatening Diseases Policy and Procedure

The following policy is hereby adopted by Northwest Iowa Community College (NCC) 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.

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.

College Switchboard

The College telephone switchboard is accessible during the hours of 7:30 a.m. to 8:00 p.m. Monday through Thursday, and from 7:30 a.m. to 4:30 p.m. on Friday. 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 all established policies. See Communication and Information Systems Policy Summary on page 6. Faculty and staff reach students regarding their classes, activities on campus, and other important information through student email. Student email can be accessed 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

An emergency telephone for 911 calls is located at the east side of Parking Lot 1.

Local Agencies

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

Department of Human Services (Sioux & 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, O'Brien, Lyon, Sioux, Osceola
800-242-5101 (24 hr crisis line)
712-324-3263 for appointments

Plains Area Mental Health (Cherokee)
712-225-2575

Planned Parenthood of Greater Iowa
712-262-1545

Northwest Iowa Drug Treatment Unit
Sioux County: 712-439-1170
O'Brien County: 712-324-3276
Lyon County: 712-472-3442
Osceola County: 712-754-3443
Cherokee County: Jackson Recovery 712-225-5856

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.

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