



Marshalltown  
Community College  
Planner  
2008 - 2009

# 2008-2009 School Calendar

## Fall Semester

Aug. 11-14, 18-22.....Registration  
 Aug. 15.....Iowa Valley Staff Day; college closed  
 Aug. 25 .....Fall Term classes begin  
 Sept. 1 .....Labor Day; no classes  
 Sept. 26 .....Last day to drop First Half Term classes with a "W"  
 Oct.17 .....Last day of First Half-Term classes  
 Oct.20 .....Second Half-Term classes begin  
 Nov.14 .....Last day to drop Second Half Term classes with a "W"  
 Nov. 26-28 .....Thanksgiving; no classes  
 Dec. 10-14 ..... Final Exams

## Winter Interim Session\*

Dec. 15 - Jan. 8 .....Classes

## Spring Semester

Jan. 5-9 .....Registration  
 Jan. 8-9.....Staff Workshops  
 Jan. 12 .....All Spring Semester classes begin  
 Jan. 19 .....Martin Luther King Day; College open, but no classes  
 Feb. 20 .....Last day to drop First Half Term classes with a "W"  
 March 6 .....Last day of First-Half Term classes  
 March 9 .....Second Half-Term classes begin  
 March 16-20 .....Spring Break  
 April 17 .....Last day to drop Second Half Term classes with a "W"  
 May 4-8 ..... Final Exams  
 May 8.....Graduation

## May Interim Session

May 13-29 .....Classes  
 May 25.....Memorial Day; college closed

## Summer Sessions\*

June 1-26.....First Summer Session & Internet classes  
 July 4 .....Independence Day; college closed  
 June 29 - July 31.....Second Summer Session classes

*\*Summer Session and Winter Interim Session completion dates depend on length of individual classes or programs.*

## Consumer Rights Information

The following policies are cited from the Iowa Valley Community College District Board Policy Manual. This manual may be reviewed in the Provost's Office and/or the College library. Copies can be obtained at a cost of 50¢ per page.

### **Americans with Disabilities Act (ADA)**

In 1990, Congress passed the Americans with Disabilities Act to provide persons with disabilities equal access to employment, education, and social services. MCC is committed to the regulations of the Americans with Disabilities Act in making reasonable accommodations for students or patrons of the College in accessing its facilities.

IVCCD and MCC have a formal procedure (Board Policy 401.1) for relocating programs, classes, services, or activities to accommodate students with disabilities and to assure accessibility to District facilities. Any student with a disability must notify the College administration of his/her needs, and the College will do what is reasonable to effect changes and assist the student in being successful in the College environment. Steps for obtaining such accommodations are listed in this handbook.

To make ADA identification, students should contact Martha Schwandt, Learning Services Specialist, at 641-844-5769. A student who feels his/her accommodation needs have not been met should contact Martha Schwandt or if that does not result in satisfaction, students should follow the grievance procedure on page 9.

### **Bloodborne Pathogens**

Universal precautions will be observed at all IVCCD locations in order to prevent contact with blood or other potentially infectious materials. All individuals performing services on the District's premises who have potential exposure to bloodborne pathogens must conform to the requirements of the District's Bloodborne Pathogens Exposure Control Plan.

### **Chronic Communicable Diseases**

The District recognizes its obligation and reaffirms its long-standing commitment to provide a safe and healthful environment for all employees and students (Board Policy 417).

Students with identified chronic communicable diseases, including but not limited to infectious hepatitis, tuberculosis, and AIDS, may, subject to the provisions of Board policy and guidelines, attend classes and participate in other college-related activities. The District will attempt to make reasonable accommodations so that there is no reasonable risk of transmission of the disease to others and/or no reasonable risk of further injury to the student. The District shall respect the right to privacy of any student who has a chronic communicable disease.

### **Crime Awareness & Campus Security Act**

Federal law requires the College to report criminal actions occurring on campus. Iowa Valley Community College District Board Policy 555 provides for compliance with the law.

The Crime Awareness & Campus Security Act of 1990 mandates that colleges maintain a safe campus through enforcement of appropriate college regulations and compliance with state and federal laws. As part of its safe campus program, Marshalltown Community College maintains a drug-free college and restricts access to the campus during non-operating hours and to non-College organizations.

Campus security services are provided at Marshalltown Community College to help promote a safe environment for our students, faculty and staff, and campus visitors. In addition, College custodians, who do not have police authority, are authorized to report suspicious activity to the Provost of the College. The Provost is authorized to enforce all College regulations and to report all criminal activity to law enforcement authorities. The Marshalltown Police Department includes the MCC Campus on its patrols.

Students who commit crimes on campus are subject to arrest by law enforcement authorities. Students are also subject to College disciplinary procedures.

### *Conduct of Campus Visitors*

Access to all facilities and grounds of the Iowa Valley Community College District is generally limited to students, employees and visitors for the purpose of study, work, teaching, and conducting other IVCCD business. Access to individual classrooms, laboratories and programs are limited to those enrolled in the courses and programs meeting at such locations. Visitors on campus who are not students or employees of the District are to conduct themselves in accordance with the laws, as well as commonly accepted standards of behavior and safety. Any conduct which involves loitering, intentional or negligent disruption, noise, threats, any kind of harassment, sexual or otherwise, verbal or physical abuse, endangerment of the health or safety of any person or inappropriate entry into, obstruction of or unauthorized occupation of any District property by a visitor, will be in violation of Board Policy 832. District employees have the authority to inform visitors to leave immediately. Failure to leave will result in police being summoned to take appropriate action.

### *Crime Prevention*

Students and employees are expected to be aware of safe conduct practices and to take preventive action on campus. To assist in safe conduct practices, the College occasionally conducts seminars on safety and crime prevention.

Students and employees should take precaution by keeping personal property on their person or securing it in a safe place (locker or locked drawer). Cars in campus parking lots should be locked to safeguard contents, and students should adopt a "buddy system" when going to their cars, especially at night. Information about criminal sex offenders can be found at [www.iowasexoffender.com](http://www.iowasexoffender.com).

Use of illegal drugs or alcoholic beverages on campus or at College-sponsored activities is strictly forbidden and subject to state and federal laws.

IVCCD also maintains a "zero tolerance" for firearms, weapons, explosives, bomb-making materials and /or poisonous gases on college property. The college forbids violence in any form by or toward employees and students.

Required reporting of criminal activity was formalized in 1992. Categories of criminal acts are defined by the federal Crime Awareness & Campus Security Act of 1990. The reporting period is August 1 through July 31.

### *Reported Criminal Activities*

Campus crime statistics are available through the Dean of Student Services Office (Rm 76) or by going to the following website and searching for Marshalltown Community College: <http://nces.ed.gov/IPEDS/COOL>.

### *Reporting Procedures*

- 1) Immediately upon discovery of or witness to a criminal act, notify the MCC Student Services Office receptionist at the west main entrance, the Provost's Office in Room 119 or a College administrator.
- 2) MCC administrators will contact the proper law enforcement authority.
- 3) Within 24 hours of the criminal act, file a report with the Provost of the College.

## **Drug-Free Schools & Communities Act Amendment of 1989**

It is the policy of Marshalltown Community College to comply with the Drug-Free Schools & Communities Act Amendment of 1989, the Higher Education Act Amendment of 1998, and Public Law 101-226, to provide staff and students with information to prevent the use of illicit drugs and the illegal use of alcohol, and to provide a drug-free workplace for students and staff. It is unlawful for students or employees to possess, use, or distribute illicit drugs and alcohol on District property or as part of any College-sponsored activity. Iowa laws pertaining to the possession and use of illicit drugs and alcoholic beverages on public property will be followed. Specifically, it is a violation of the drug and alcohol policy for students and employees to purchase, manufacture, possess, or consume such items on campus or off campus at College-sponsored events/activities.

## *Disciplinary Sanctions*

Violations of College standards shall result in any one or combination of the following disciplinary sanctions:

- Warning
- Counseling and/or referral to appropriate drug/alcohol treatment program or law enforcement agencies
- Probation
- Suspension
- Loss of financial aid/scholarships and/or withholding of transcript or degree

*Note: Definitions and accompanying procedures pertaining to these sanctions are listed in the MCC Code of Conduct in this handbook. Student rights are protected in accordance with due process. Students accused of violating the drug/alcohol policy shall have the right to:*

- 1) A hearing before the appropriate campus judicial board, and
- 2) Access to an appeal as defined within College policies and procedures.

## *Legal Sanctions for the Possession & Distribution of Illicit Drugs or Unlawful Possession of Alcohol*

### Federal Statutes

- 1) Manufacture, distribute, or possess with intent to deliver a controlled substance or counterfeit substance (Title 21, USC 841). Penalty: Sentences range from two years and \$10,000 or both to 15 years and \$25,000 or both. All sentences carry a mandatory minimum confinement and repeat offenders are subject to double penalty.
- 2) Possession of controlled substance, including marijuana (Title 21, USC 844). Penalty: First conviction up to one year and \$1,000-100,000 or both. Special sentencing provisions for possession of crack cocaine: Mandatory five years up to 20 years and up to \$250,000 or both. Repeat offenders' penalties in both cases are increased.
- 3) Distribution of controlled substance to persons under age 21 (Title 21, USC 845). Penalty: The penalties of USC 841 are doubled and the mandatory minimums are doubled.

*Note: Any property which has been used to facilitate the commission of a criminal offense or to avoid detection or apprehension of a person committing a criminal offense or property acquired as proceeds of a criminal offense are subject to forfeiture under both federal and state law. This includes not only cash but cars, boats, airplanes, guns, coins, and even houses. In addition, conviction results in denial or revocation of federal benefits such as student loans, grants, contracts, professional and commercial licenses, and firearms approvals. See Federal Register Vol. 55, No. 159, for details and specific trafficking penalties for all drug categories and offenses.*

### Iowa Code

**Possession of a controlled substance (first offense)** includes any drug: minimum fine \$315, loss of driver's license for 180 days, two-day jail sentence; maximum fine of \$1,875 and one year in jail.

**Courts may order denial of all federal benefits (including student loans) for all drug convictions.**

**Manufacture, delivery, or possession with intent to deliver a controlled substance** including heroin, cocaine, methamphetamine, amphetamine, PCP, LSD, marijuana: maximum 50 years prison and \$1 million fine (mandatory minimum confinement, 1/3 of sentence, \$1,000 fine). Other drugs such as peyote, opium, hallucinogens, other stimulants/depressants: maximum 10 years and \$10,000 fine; minimum of 1/3 of sentence, \$1,000 fine. Possession of firearm during crime doubles punishment with mandatory prison confinement.

**Drug Tax Stamp:** drug dealers are required to buy "drug tax stamps" from the Iowa Department of Revenue. If you are arrested for drugs (e.g., delivery, manufacturing, possess with intent) and do not have tax stamps the Revenue can seize personal property and sell it to satisfy the tax bill. This is a Class D felony, five years in prison and \$7,500 fine.

**Gatherings where controlled substances are unlawfully used:** Sponsor, promote, aid, or assist in the sponsoring or promoting of a meeting, gathering, or assemblage with the knowledge or intent that a controlled substance will be distributed, used or possessed there results in Class D felony: 5 year sentence and \$7,500 fine. If marijuana only is used, it is a serious misdemeanor with 1 year sentence and \$1,875 fine.

**Distribution of controlled substance to person under age 18:** Class B felony, 25 years, five-year mandatory minimum confinement; Class C felony, 10 years, 3 1/3 year minimum confinement. Manufacture or distribution of methamphetamine in presence of minor: 99 years in prison. "In presence of" can mean: minor physically present, a minor not present but lives there, at a multiple unit residential building (apartment), at a motel, or in a building where minors' presence can reasonably be expected. **Distribution within 1,000 feet of a secondary or elementary school: Additional five-year sentence.**

**Unlawful Alcohol** – (The legal age to possess alcohol is 21.) **Possession/distribution by person under age 21:** First offense: \$200; Second or more offense: \$500 and driver's license suspended up to one year. **Distribution by person age 21 or older:** Serious misdemeanor, \$500 minimum fine. If act results in serious injury to anyone, it is an aggravated misdemeanor (fine \$500 to \$5,000 and two years in prison). If act results in death, it is a class D felony (\$7,500 fine, maximum five years in prison).

**Drinking and Driving** – Effective July 1, 1995, anyone **under age 21** who is caught driving with a blood alcohol content of .02 or more will lose his or her driver's license or permit for up to 60 days. Temporary driving permits for school, work, or any reason will not be allowed during the suspension period. Realize that .02 is a very small amount ... as little as one beer or drink.

Drivers **age 18 and over** can be prosecuted for Operating While Intoxicated (OWI) if they: 1) drive under the influence of an alcoholic beverage and/or drug, 2) drive with an alcohol concentration of .08 or more, or 3) drive with a controlled substance in their system. The penalty for OWI first offense is from two days in jail and \$1,250 fine to one year in jail. Second offense: seven days in jail and \$1,875 fine to two years in jail and \$6,750 fine. Third or more offense: 30 days in jail and \$3,125 fine to five years in prison with a maximum of \$9,375. In addition, various license suspensions start with six months, and vehicles can be impounded or immobilized for OWI second and third offenders. On third offense OWI, license can be barred for six years.

**Domestic Assault** - Domestic assault charges can be made in dating relationships. Penalty includes two days in jail and many hours of education classes.

### Local Ordinances

**Illicit Drugs** – Use or possession with intent to use (drug paraphernalia, inhaling intoxicants): Maximum 30 days in jail and/or \$100 fine. State penalty is a fine of at least \$50, not to exceed \$500 and up to 30 days in jail.

**Public Intoxication** – Up to \$100 fine, or up to 30 days in jail.

**Unlawful Alcohol** – Open container in a public place; Under legal age in bar or pool hall serving alcohol: Up to \$100 fine or penalty, or up to 30 days in jail.

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

Students should feel free to ask faculty members, advisors, or MCC counselors for help with referrals for community resources. MCC has limited on-campus budgets for extended services of a medical, legal or psychological nature. Enrollment services as well as student support services are developed primarily with an academic, social, individual career emphasis. MCC faculty, staff and counselors are committed to Iowa Student Personnel Association (ISPA) and Iowa Community College Student Services Association professional practices.

The following is a list of off-campus agencies:

**Alcoholics Anonymous, AI-Anon and AI-Ateen:** 1311 E. Nevada St., 753-6314 (24 hr.); group and individual therapy.

**Alcoholics Hotline:** 1-800-527-5344

**Center Associates (formerly Mental Health Center of Mid-Iowa):** 9 N. 4th Ave., 641-752-1585.

**Domestic Violence Alternatives/Sexual Assault Center:** 753-3513 or 1-800-779-3512 (24 hr.)

**Drug Abuse (National Hotline):** 1-800-729-6686

**Hispanic Ministry, St. Mary's Catholic Church, 12 W. Linn St.:** 753-7815

**National Gamblers Anonymous:** [www.gamblersanonymous.org](http://www.gamblersanonymous.org)

**National Helpline for the National Council on Problem Gambling:** [www.ncpgambling.org](http://www.ncpgambling.org)

**National Institute on Drug Abuse Hotline:** 1-800-662-4357, information/referral line which directs callers to local treatment centers.

**Substance Abuse Treatment Unit of Central Iowa (SATUCI),** 9 N. 4th Ave. 641-752-5421 (8-5, M-F); treatment and prevention services for drug abuse and alcoholism.

## Higher Education Act Amendment of 1998

IVCCD reserves the right to comply with the Higher Education Act Amendment of 1998. This allows institutions to disclose to a student's parent or legal guardian information regarding a violation of federal, state, or local laws, or of the institution's rules or policies governing the use or possession of alcohol or drugs, if the student is under 21 and the institution determines he/she has committed a disciplinary violation with respect to alcohol or drug use or possession.

## Equal Employment Opportunity/Affirmative Action (EEO/AA)

Iowa Valley Community College District has established an Equal Employment Opportunity/Affirmative Action program to reflect its moral, ethical and legal commitment to equity in employment activities and educational services. It serves as an assurance to students, employees, and the community of IVCCD's efforts to comply with local, state and federal regulations requiring Equal Employment Opportunity and Affirmative Action. It is designed to prevent discrimination practices and to advance the representation and utilization of protected class members.

The College's long-standing policy of equal access for all persons seeking admission to its programs and employment on its staff is consistent with the goals of IVCCD and Marshalltown Community College. This policy of equal access:

- 1) Applies to all persons without regard to race, religion, color, creed, gender, marital status, national origin, age, or physical, mental disability or sexual orientation.
- 2) Applies to all job classifications, full-time or part-time, and to admission of students qualified for entry to all College programs and activities.
- 3) Governs all College employment policies, practices and actions, including but not necessarily limited to recruitment, employment, rate of pay or other compensation, advancement, upgrading, promotion, demotion, renewal, non-renewal, termination, transfer, layoff, leave, training, and employee benefits of whatever nature.

Students who feel they have been discriminated against are advised to contact Colleen Springer, IVCCD Affirmative Action Coordinator Equity Officer, at (641) 752-4643.

## Family Education Rights & Privacy Act of 1974

The following summarizes the provisions of the Act and subsequent amendments (a complete copy is available in the Student Services Office for a \$1 charge):

Students have the right to inspect and review their educational records. (MCC will grant students the right to inspect their educational records within 45 days of the request.)

Students do not have the right to inspect confidential letters and statements of recommendation put in their file prior to 1/1/75, to parents' financial records, or to confidential recommendations (for which they have signed a waiver) with respect to admission, application for employment, or receipt of an honor.

Students have the right to a hearing to challenge the content of their educational records regarding the accuracy of such records and whether the records are misleading or constitute a violation of their privacy or other rights. The hearing shall be an opportunity for the correction or deletion of inaccurate, misleading, or inappropriate data and shall provide students with the opportunity to insert in their records a written explanation of the contents of the records.

Except as provided for within the Act, personally identifiable information about students cannot be released without written consent. The College may release "public/directory information" without written consent unless the student specifically requests that such information not be released. Public/directory information includes the student's name, address, telephone number, date and place of birth, field of study, activities participation, athletic participation (including weight and height), dates of attendance, degrees and awards, and prior educational institutions attended. Students may indicate a preference that this information not be released by submitting a written request to the Registrar's Office within the first 30 calendar days of the beginning of each term or within the first five calendar days for each summer term. If you elect to have directory information remain confidential, no information will be released.

The College will maintain a record of access to students' educational records. This record is accessible only to the student and the staff in the Student Services Office, or as provided for in the Act. The record of access will not apply to access of educational records by MCC officials with a legitimate educational interest.

In accordance with the Family Education Rights & Privacy Act of 1974 (Buckley Amendment), MCC does not permit any third party access to a student's record without written consent of the student. (PL 93-380, Sec. 513 as amended, PL 93-568, Sec. 2)

Students may request and receive unofficial copies of all or part of their educational records. There is a charge of 50¢ for each page copied or for extra copies of schedules and unofficial transcripts. Students have the right to request and receive a response that will explain or interpret their educational records.

## **Harassment & Sexual Abuse**

MCC seeks to maintain a learning and working environment free from harassment and sexual abuse. Administrators, board members, faculty, staff, and students are responsible for promotion, understanding, and acceptance of District policies. Following are excerpts from IVCCD policies regarding education about and compliance with state and federal regulations governing harassment and sexual abuse. Complete language is found in IVCCD Policies 402, 402.2 and 402.3.

### *Harassment*

No employee or student of the District will be subjected to harassment on the basis of race, color, creed, religion, national origin, gender, age, disability, marital status or sexual orientation. It is a violation of District policy for any staff member or student to harass other staff members or students through conduct designed to reduce the dignity of that individual with respect to race, color, creed, religion, national origin, gender, age, disability, marital status, or sexual orientation. Each administrator is responsible for promoting understanding and acceptance of, and assuring compliance with, state and federal law and Board policy and procedures governing harassment. Violations of this policy will be cause of disciplinary action up to and including expulsion or dismissal.

### **Definitions of Harassment**

Harassment on the basis of race, color, creed, religion, national origin, gender, age, disability, marital status, or sexual orientation means conduct of a verbal or physical nature designed to embarrass, harrass, distress, agitate, disturb or trouble persons when:

- 1) submission to such conduct is made either explicitly or implicitly a condition of a person's employment or advancement or of a student's participation in District programs and activities;
- 2) submission to or rejection of such conduct is used as the basis for decisions affecting the employee or student;
- 3) such conduct has the purpose or effect of unreasonably interfering with an employee's or student's performance or creating an intimidating or hostile working or learning environment.

Harassment may include, but not be limited to, the following:

- 1) verbal, physical, or written harassment or abuse
- 2) repeated remarks of a demeaning nature
- 3) implied or explicit threats concerning one's grades, job, etc.
- 4) demeaning jokes, stories or activities directed at a student or employee

## Procedures for Reporting Harassment

Students who feel they have been the subject of harassment should immediately report such incidents in writing to the Provost of the College or Dean of Student Services or designee. The Provost will conduct an investigation to validate the facts of the alleged incident. If the facts are in dispute, the investigator will write down all versions of the facts and issue a written report to all interested parties setting forth his/her findings and conclusions; the written report will also be made if the facts are not in dispute. The investigator will forward the report to the IVCCD Chancellor, and will reflect any disciplinary action or other forms of corrective action, which may include penalties up to expulsion (of students) or dismissal (of employees), depending on the circumstances. Upon receiving the investigator's report, the Chancellor will render a written decision, which will be submitted to all interested parties.

The investigation and issuance of the initial report with findings and conclusions and any recommended corrective actions will be accomplished within 30 days after the filing of the complaint. The Chancellor will act upon the recommendation within 15 days following submission of the investigator's report. All actions taken through internal investigations shall be conducted as confidentially as possible. No person making a complaint will be subject to retaliation by any persons, including co-workers, supervisors, or fellow students.

### *Sexual Abuse*

Sexual abuse of students, faculty or staff is criminal behavior and is not tolerated at any of the campuses or facilities of IVCCD. It is District policy to provide education to help prevent sexual abuse, including:

- 1) Informing students, faculty, and staff of procedures for reporting sexual abuse to the local police and encouraging victims to help punish perpetrators through the criminal justice system.
- 2) Assuring that administrators are aware of responsibilities, District policies, and laws and potential liabilities when sexual abuse occurs.
- 3) Educating as to common sense practices which may enable students, faculty, and staff to avoid becoming victims and informing them of counseling services available to victims.

### Definitions of Sexual Abuse

Sexual abuse is defined as any sex act which:

- 1) Is done by force or against the will of one of the participants (including consent procured by threats of violence or while the other is under the influence of a drug-induced sleep or is otherwise unconscious).
- 2) Involves a participant who is suffering from a mental defect or incapacity which precludes giving consent, or lacks the capacity to know right and wrong conduct in sexual matters.
- 3) Involves a child (under age 18 and not married).

Iowa law defines "sex act" as any sexual contact by penetration of the penis into the vagina or anus; contact between mouth and genitalia or between the genitalia of one person and the genitalia or anus of another person; contact between the finger or hand of one person and the genitalia or anus of another person, ... or by use of artificial sexual organs or substitutes in contact with the genitalia or anus (Iowa Code 702.17).

### Procedures for Reporting Sexual Abuse

Any student, faculty, or staff member who believes he/she has been the victim of sexual abuse should immediately contact the Marshalltown Police Department or the Marshall County Sheriff's Office by calling 911. Sexual abuse victims should not bathe, shower, or alter any evidence at the crime scene prior to involving law enforcement officials.

Sexual abuse is a criminal matter, and legal action will follow the filing of a sexual abuse complaint (see Iowa Code, chapters 709 and 902). Sexual abuse is not simply a matter of campus reporting or campus discipline.

## Prevention of Sexual Abuse

Students, faculty, and staff should follow these common sense precautions to avoid becoming a victim of sexual abuse:

- 1) Most sexual abuse occurs between people who know each other. Any person has the right, at any time, to tell the other to stop sexual advances. Sexual contact after that point is sexual abuse.
- 2) Partners are urged to talk with each other. The more you communicate, the more likely you both will be comfortable with each other and your decisions.
- 3) Partners should set and communicate sexual and touching limits.
- 4) Being drunk is no excuse. Sex with a person who has "passed out" is rape. Alcohol consumption impairs judgment; know your limits and stay within them.
- 5) It is easier to resist a sexual abuse situation if you have thought in advance how you will react.
- 6) Stay in well-lit areas when walking at night. Walking alone is not recommended. If you must walk alone, let someone at the destination know when to expect you.
- 7) If attacked, scream, bite, kick, and/or stomp the attacker's feet with your heel to create a scene and attract attention.
- 8) If you think you are being followed, move as quickly as possible to a heavily trafficked area and call the police department or sheriff's office.
- 9) Keep all locks (car and house) in working order and USE them!

## Victim Counseling

Counseling services are available to any student, faculty, or staff member who believes he/she has been a sexual abuse victim. The community of Marshalltown's counseling services include:

**Center Associates (formerly Mental Health Center of Mid-Iowa):** 9 N. 4th Ave., 752-1585.

**Child Abuse Prevention Services, Inc.:** 104 S. 1st St., 752-1730.

**Domestic Violence Alternatives/Sexual Assault Center (DVA/SAC):** P.O. Box 1507, 753-3513 or 1-800-779-3512.

**Marshalltown Medical & Surgical Center:** 3 S. 4th Ave., 754-5151.

**Youth & Family Shelter Services:** 111 E. State St., 752-2300.

## Sexual Harassment

Sexual harassment is prohibited and will not be tolerated in the District. Employees in violation of this policy will be subject to discipline, up to and including discharge or other appropriate action. Others whose behavior is in violation of board policy will be subject to appropriate sanctions as determined and imposed by the Chancellor or Board.

## Definitions of Sexual Harassment

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal and physical conduct of a sexual nature when:

- 1) submission is made either explicitly or implicitly a term or condition of a student's educational well-being;
- 2) submission to or rejection of such conduct by a student is used as the basis for educational evaluation decisions affecting a student
- 3) such conduct has the purpose or effect of unreasonably interfering with a student's educational performance or creating an intimidating, hostile, or offensive learning environment.

## Procedures for Reporting Sexual Harassment

Students who believe they have experienced sexual harassment should report to a counselor on campus who will investigate the incident or one of the following or their designee: Provost, Vice Provost, Chief Academic Officer, or the Dean of Student Services.

The investigator will talk with the student reporting the incident to obtain an understanding and a statement of the facts. The investigator will also meet with the accused to obtain a response to the complaint. The investigator may meet with the parties involved in the complaint as often as the investigator determines to be necessary. At the conclusion of the investigation, the investigator will make a recommendation to the Chancellor, who will determine what further action should be taken on the complaint. If termination or expulsion is necessary, the Chancellor will recommend that to the Board.

Complaints will be handled in a timely manner. Information regarding an investigation will be handled as discretely as possible and those involved in the investigation will be instructed not to talk about the complaint outside the investigation. The District prohibits any and all retaliation against a student for filing a complaint, assisting or participating in a harassment investigation/hearing or opposing language or conduct that violates this policy.

## Nondiscrimination

It is the policy of Iowa Valley Community College District to provide equal educational opportunities without discriminating on the basis of race, religion, color, marital status, sex, national origin, disability, sexual orientation, or gender identity in its educational programs and activities.

## Student Grievance/Complaint Procedure

A grievance or complaint can be made by a student who feels unfairly treated by an employee of IVCCD, or feels that a contractual agreement between him/herself and IVCCD has been breached. According to Board Policy 502, a grievance is to be resolved through the following steps:

- 1) The student is expected to make every effort to resolve the problem with the IVCCD employee.
- 2) If no solution is reached between the student and the employee, the grievance may be appealed to the Provost of the College in writing (or to his/her designee).
- 3) If no solution is reached between the student and the Provost, the grievance may be appealed in writing to the IVCCD Chancellor. The decision of the Chancellor is final and ends the grievance process.

## Student Right to Know

The graduation rate for all Marshalltown Community College students who first entered in the Fall of 2004 on a full-time basis was 31%. Student athletes who first entered on a full-time basis during this same timeframe had a graduation rate of 37.5%.

# Enrollment, Registration & Schedule Planning

## Enrollment

Any questions about MCC enrollment should be directed to the Admissions Office personnel in Room 70.

## Changes in Registration

Students should plan their academic programs carefully so that subsequent changes may be kept to a minimum. When necessary, however, change forms may be approved as outlined in the MCC Catalog which is available online.

**Tuition and fees must be paid in full in order to make enrollment changes or withdraw.**

**Failure to attend a class does not cancel registration in a class. Failure to officially drop a class with the Registrar's Office will result in an "F" on the student's transcript for that class.**

## Fresh Start Policy

Persons who previously attended MCC, have not attended the College within the past two years (four semesters) and have less than a 1.80 cumulative grade point average may request, by written petition to the Provost, that their previous grade point from MCC be eliminated and only the credit be retained. This credit will be treated essentially as "transfer credit". To satisfy graduation requirements, a student must earn 15 or more credit hours at MCC after beginning "Fresh Start."

## Student Load

Each student should plan to devote approximately two hours of preparation time for each hour in class. A student load of 15 to 16 hours is considered normal. Students desiring to take more than 18 credit hours must receive approval from the Registrar, provided such a load has been recommended by the student's advisor. To receive such permission, a student normally should maintain a "B" average or better. These limits in student load do not apply to vocational-technical programs of the College.

# Grades, Classifications & Graduation

## Grading System

Each instructor keeps a record of the work of each student and reports the names and grades at the close of each mid-term and semester. Only semester grades become part of the permanent College record. The grading system is:

A	4.00 Grade Point	CL	Credit by Examination (CLEP)
A-	3.67 Grade Point	N	Audited course (full tuition not charged; no credit)
B+	3.33 Grade Point	NR	No Grade Reported
B	3.00 Grade Point		
B-	2.67 Grade Point	T	Credit by Examination
C+	2.33 Grade Point	*	Course repeated
C	2.00 Grade Point		
C-	1.67 Grade Point		
D+	1.33 Grade Point		
D	1.00 Grade Point		
D-	0.67 Grade Point		
F	0.0 Grade Point		

## Computing Your Grade Point Average (GPA)

- 1) Multiply the hours of credit by the appropriate grade points per course. \* A=4, A-=3.67, B+=3.33, B=3, B-=2.67, C+=2.33, C=2, and so on. I=0.
- 2) Total the grade points earned, then total the credits earned.
- 3) Divide the total grade points earned by the number of credits earned, excluding courses in which a "N," "NR," "or "CL" grade occurred.

Students may also use a GPA calculator available at <http://campusweb.iavalley.edu/ics>. Go to the Student page and click on "GPA Projection."

## Student Classification

MCC has four official student classifications:

- Freshman** – has accumulated 27 credit hours or less of credit.
- Sophomore** – has accumulated 28 credit hours or more.
- Full-time** – is enrolled for 12 credit hours or more per semester.
- Part-time** – is enrolled for fewer than 12 credit hours per semester.

## Residency

Students enrolling at MCC are classified as residents or non-residents for purposes of admission and assessment of tuition and fees. Residency is determined by the student's true and fixed home and place of habitation. The primary determination of residency is the reason for the student's presence in Iowa. If a person comes to Iowa primarily for educational purposes, that person will be considered a non-resident throughout their enrollment at MCC.

Students who have been classified as non-residents and believe they should be eligible for resident tuition, may apply for reclassification. Students must complete a Request for Residency form and provide written verification to the Registrar that they have been residents within the State of Iowa for at least 90 days prior to the term for which the student is enrolling. Verification must come in the form of at least two or more of the following written documents: an Iowa voter registration card, an Iowa driver's license, an Iowa state income tax return (signed and dated), and Iowa vehicle registration form or other indicators of Iowa residency (apartment lease, utility bills, etc.). The burden of establishing proof of residency is with the student and a student's residency status cannot be reclassified one a semester begins.

An adverse decision by the Registrar may be appealed. The District Dean of Enrollment Services acts as the appeals body for residency questions. The decision of the District Dean of Enrollment Services is final.

## Commencement & Graduation

Students should make sure the graduation requirements checklist they are using is current. Information on specific requirements may be obtained from an advisor, a counselor, or the Registrar.

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

Graduation is held in May of each year. Students planning to graduate must apply at the Registrar's Office. The signature of the student's academic advisor must be obtained before the "Graduation Application" will be processed, and a checklist must be included with the application. There is a deadline that must be met.

**Graduation Fee** – A \$10 graduation fee will be imposed if a student files for graduation after the announced deadline.

**Exit Exam** - Students who will graduate with an Associate in Arts (AA) or Associate in Science Career Option (ASCO) degree are required to take an exit exam. The Collegiate Assessment of Academic Proficiency (CAAP) is one example of the type of exit exam students will be given.

## Miscellaneous Policies & Procedures

### Academic Integrity

Consistent with College policy, cheating, the appearance of cheating, and plagiarism in classes will not be tolerated. For purposes of all classes, cheating includes the use of calculators with programmable text used during exams if the text function is used, using study sheets or other written material during the exams when it is a closed book exam, using another student's answers with or without their knowledge, and the use or appearance of use of other restricted items. A student cheating on an exam will be awarded zero points for that exam. Further exams taken by that student will be under the direct supervision of the instructor at a time and place designated by the instructor.

### Assessment at MCC

Student assessment at MCC is a priority for maintaining robust academic programs. We ask all students who have completed 45+ credit hours and who will be receiving an AA or ASCO degree to attentively participate in the assessment process.

In order to provide MCC students with the best possible education, we use the Collegiate Assessment of Academic Proficiency (CAAP) developed by American College Testing (ACT). This test enables us to compare the performance of students graduating from MCC with data from other institutions at the local and national levels. It is used to measure the effectiveness of our college in improving reading, writing, mathematics, and other academic skills of our students. All students who intend to earn an ASCO or AA degree are required to take the CAAP test and a minimum test score is required. Contact Jim Merritt in the Career & Employment Center, Rm 510, or Katie Armstrong

on the Grinnell campus, if you have questions.

The college administers the exit exam to measure general education skills typically attained in the first two years of college, particularly reading, writing and mathematic ability. Analysis of the results helps MCC improve instructional programs and assures that MCC provides the best education possible.

Your CAAP assessment score will not affect your course grades but a minimum test score will be required for graduation. Please contact the Chief Academic Officer if you have any questions about CAAP assessment.

## Attendance

There is a strong relationship between success in college and class attendance. Any absence interferes with the learning process and may contribute to academic failure. Because MCC is committed to helping students find success, the College is committed to the importance of regular attendance in all classes. MCC instructors are required by federal student financial aid regulations to maintain accurate attendance records and submit those records periodically to the MCC administration.

**Instructors individually determine their attendance policies. Attendance policies will be written in the course syllabus. It is each student's responsibility to find out individual instructors' policies by reading the course syllabus.** Students are expected to confer with instructors immediately following absences. In cases of advance knowledge of an absence, students should confer with instructors prior to the absence.

## Campus Environment

### *Tobacco-Free Campus*

Iowa Valley Community College District is committed to providing a safe and healthy environment for students, visitors and employees. The Iowa Legislature passed the Iowa Smokefree Air Act (H.F. 2212) of 2008 and the U.S. Surgeon General has found that use of tobacco is a significant health hazard. IVCCD's campus is both smoke-free and tobacco-free. Use of tobacco products is not allowed on any of our grounds or in any of our facilities or vehicles. This includes all buildings, grounds, sidewalks, parking lots, vehicles, and streets within the campus. This includes personal vehicles while on school grounds in accordance with Iowa's Smokefree Air Act. Student disciplinary procedures and/or civil penalties can be assessed to students found in violation of this regulation. Retaliation against anyone who registers a complaint is prohibited and subject to IVCCD's disciplinary procedure. To register a complaint, contact a District official or the Iowa Department of Public Health at 1-888-944-2247 or visit [www.iowaSmokefreeAir.gov](http://www.iowaSmokefreeAir.gov).

### *Drug-Free Campus*

It is the policy of MCC to comply with the Drug-Free Schools & Communities Act Amendments of 1989 as described on p. 2 of this Handbook.

## College Closings

It is the policy of MCC to hold regular classes on all days scheduled on the College calendar. If an emergency develops requiring the College to close, the following broadcast media will be asked to announce the closing:

<i>KDAO (AM, Dial 1190), M'town</i>	<i>KXIA (FM, Dial 101.1), M'town</i>
<i>KFJB (AM, Dial 1230), M'town</i>	<i>TV5 (WOI), Des Moines</i>
<i>KCOB (AM, Dial 1280), Newton</i>	<i>TV8 (KCCI), Des Moines</i>
<i>KGRN (AM, Dial 1410), Grinnell</i>	<i>TV13 (WHO), Des Moines</i>
<i>KRTI (FM, Dial 106.7), Grinnell</i>	

**Tiger Line** – Cancellations due to weather, instructors' absences, utility shutdowns, or other conditions will be available via Tiger Line, an MCC message service that is available after 7:45 a.m. daily. **Call 641-752-6536 or 1-866-MCC-IS-IT.**

MCC and IVCCD have adopted the following guidelines for making weather-related closings:

- 1) The decision about closure will be made jointly by the IVCCD Chancellor and the Provost of the College. That decision will be announced to the media by 6:15 a.m.
- 2) Closure announcements will be for either day classes or delayed start of day classes. Decisions about evening classes will be made later in the day and announced to the media by 4 p.m.

### **Fire & Tornado Alerts**

MCC rooms have instructions posted for fire evacuation and tornado shelter areas. Instructors will alert students to these instructions. The fire alarm system notifies the fire station immediately when a pull station is activated. A continuous horn indicates a fire, and every person should evacuate the building. An intermittent horn indicates a tornado warning, and every person should seek shelter in one of the indicated shelter areas. The college is required by law to have periodic practice alerts.

### **Computer Resources Policy**

Students are expected to comply in all respects with IVCCD's Policy (Board Policy 407) and related guidelines governing electronic research and responsible use of computer resources. Violation of the policy or guideline will subject the offender to disciplinary action in accordance with the provisions set forth in the guideline. Copies of the policy are available for review in the Library and the computer labs.

According to the U.S. Department of Justice, a number of Iowa college students have been prosecuted during the past few years for downloading Internet child pornography, which is a federal crime being aggressively prosecuted by federal authorities. Please be informed that Internet child pornography is not a victimless crime. Possession, receiving or trading child pornography could lead to a minimum federal prison sentence of five years without any possibility of parole. After serving their time, those convicted of child pornography offenses must also register as sex offenders.

### **Parking Regulations**

Free parking (with no vehicle registration) is provided for all MCC students; residents of MCC student housing will be assigned to a designated area.

Handicap parking is provided for persons with a handicap permit only.

Vehicles parked in "No Parking" zones will be towed away at the owner's expense. No parking is allowed on grass areas or along drives which are marked as no parking areas. Legal parking is designated between two parallel lines. MCC administration has authorized the MCC Student Senate to issue tickets for illegal parking on a daily basis; cars parked in handicap spaces and posted fire lanes will be ticketed by Marshalltown Police or towed. Motorcycles and mopeds are considered motor vehicles, and their operators are to comply with traffic and parking regulations.

**Bicycle racks are provided on the west side of the main College entrance** (the northwest entrance adjacent to Student Services).

**Your vehicle may be towed (towing charges may range from \$45 to \$50) if:**

- 1) It is parked in a non-designated parking area, a "No Parking" area or a "Handicap Parking" area without proper tags.
- 2) A driver refuses to move the vehicle after being requested to do so.
- 3) It is blocking a sidewalk area or is parked on the grass or in a fire lane.

In case of an accident on campus, please inform the Student Services Office immediately and file an accident report.

### **Phone Calls**

Campus calls may be made from a designated on-campus phone located in the Student Union. Outgoing calls may be made on pay phones provided for student use located in the Student Union, the Gym entrance, or the Continuing Education Center lobby. Check the Bookstore bulletin board for incoming messages to MCC, which are posted as soon as they are received. Only emergency messages (sick child/family member or accidents) are delivered to classes.

## Release of Public Information

MCC considers the following information public and may release such information with students' written consent: name, address, telephone number, date and place of birth, field of study, activities/athletic participation, weight and height (for athletes), dates of attendance, degrees and awards, and prior educational institutions attended.

Students may indicate a preference that this information not be released by submitting a written request to the Registrar's Office within the first 30 calendar days of the beginning of each term or within the first five calendar days for each summer term. If you elect to have directory information remain confidential, no information will be released.

## Services for Students (General Services)

### Academic Preparation Courses

Academic support services and academic preparation coursework are available at the Student Success Center, Room 410/412. In addition, free tutoring by qualified peer tutors is provided to MCC students upon request. Accommodations are available to assist students with documented disabilities. Contact Dr. John Kalkwarf, a counselor, an advisor, or the Registrar's Office for course descriptions and other information.

### Bookstore

The MCC Bookstore, Room 305, sells new and used textbooks, gifts, novelty items, and clothing to MCC and Buena Vista University students. Bookstore hours are 8 a.m. to 4 p.m., Monday through Friday. During registration periods, hours may be extended. Books are also available on the Grinnell campus.

Books may be returned the first two weeks of classes if accompanied by a drop slip (return deadlines will be posted at the Bookstore) with full refund if they are:

- 1) In new, unused condition (including no writing or marking or bent corner, and if wrapped, still in original wrapping).
- 2) Accompanied by a Class Change or Drop Form processed by the Registrar's Office.
- 3) Accompanied by a cash or charge receipt.

The Bookstore also handles outgoing mail and lost/found articles.

### Buena Vista University, Marshalltown Center

Established in 1982, the BVU Professional and Online Studies Program at MCC is one of several extension campuses of Buena Vista University, Storm Lake. Working with MCC, the Center provides the last two years of a bachelor's degree. BVU is fully accredited by the North Central Association of Colleges and Schools and approved by the Iowa Department of Education and the Veterans Administration.

Currently, BVU at Marshalltown offers majors in elementary education, secondary business education, psychology, human services, health care leadership, criminal justice, post-baccalaureate certification and programs in business (accounting, management/entrepreneurship, human resources, business administration, management information systems, and finance/banking). Reading, prekindergarten/kindergarten, middle school and special education endorsements are also offered for certified teachers. For information contact Dr. Nancy Wilson, Director, in Room 544.

### *Buena Vista University Academic Calendar for 2008-2009*

#### Classes held Monday and Thursday Evening with Saturday ICN Courses

Term I-08	August 25 - Oct 16, 2008
Term II-08	Oct 20 - Dec 11
Term III-09	Jan 8 - Mar 5, 2009
Term IV-09	March 9 - May 7
Term V-09	May 11 - July 2
Term VI-09	July 6 - Aug 24

## Bulletin Boards & Electronic Bulletin Boards (TV Monitors in Corridors)

Notices and posters must be approved by the Provost's Office. Regulations regarding posting of printed materials are posted on all bulletin boards and are also available in the Student Services Office.

Hallway TV monitors (electronic bulletin boards) are updated each morning with class cancellations, or messages regarding assignments for the cancelled classes. All students are strongly encouraged to check the monitors each morning; updates are also posted in the afternoon regarding evening class cancellations. Weekly schedules of sporting events, campus activities, club activities, college rep visits, and available scholarships are also listed on the monitors. Contact Pele Waddilove, Room 115, if you have questions regarding information on the monitors.

## Career & Employment Center

The Career & Employment Center, Room 510, is staffed by personnel from MCC, Iowa Valley Continuing Education, and the State of Iowa's Division of Vocational Rehabilitation. For MCC students, alumni, and the general public, the Center offers vocational rehabilitation services, aptitude/interest testing, and employment services as follows:

### *Vocational Rehabilitation Services*

- 1) Counseling and guidance
- 2) Vocational evaluation and planning
- 3) Financial assistance with college training/education
- 4) Job placement services
- 5) Computerized career information and assistance (CHOICES)
- 6) Career counseling and assistance

### *Aptitude/Interest Testing*

- 1) Kuder On-line Career Search System
- 2) Career Assessment Inventory (CAI)
- 3) Strong Interest Inventory
- 4) Campbell Interest and Skill Survey
- 5) Ability Profiler (Aptitude Test)
- 6) Choices Software

### *Employment Services*

- 1) Information on full- and part-time positions
- 2) Printed "Job List" updated weekly (available on-line at [www.ivccd.com](http://www.ivccd.com))
- 3) Resume writing and job interview assistance
- 4) Placement reports
- 5) Annual Spring Job Fair
- 6) Credit Coursework

The Career & Employment Center is open from 8 a.m. to 4:30 p.m., Mondays through Fridays, and some evenings by appointment.

### *Testing Services*

- 1) COMPASS Testing
- 2) ACT Testing
- 3) EMT Testing
- 4) Weekly GED Testing
- 5) Dispatcher Examinations
- 6) Dental Exams
- 7) Praxis Testing

## Career Assistance

MCC's Career & Employment Center can help students assess their interests and aptitudes and find direction in career planning.\* Jim Merritt, a career assistance counselor, can help with several types of aptitude/interest tests. Several of MCC's career-oriented courses may be good resources. There is also a lot of "walk-in" traffic in the Career & Employment Center, Room 510.

\*The "Choices" career software is also available. This instrument is helpful in researching careers, searching for colleges, visiting web sites, and in assessing skills and interests.

## College Transfer

Students planning to transfer to other colleges may receive help and information on procedures by consulting with their academic advisors or a counselor. Files of college catalogs or related information are available in the B.J. Harrison Library, in the Admissions Office, and in the Career & Employment Center.

## Counseling

Professional counselors are available to assist students in their academic, vocational and personal development. Adjustment to college requires more motivation. The successful student learns and grows in an environment that promotes positive coping skills and individual goals. The college employs experienced counselors-advisors who promote and provide individualized student services. Dava James, Ph.D. (Room 201) and Daniel Key (Room 203) are full-time counselors during fall and spring semesters. Services are free and available to all students. Specialized counselors are available in vocational rehabilitation, course selection, registration (academic counseling), career planning, and financial aid. Ask in the Student Services Office for assistance in making an appointment. Counseling and support services are available for adult students enrolling in college after being away from formal education. All goals are designed to enhance the college experience.

The Student Assistance program is a counseling partnership with Center Associates which provides no-cost, short-term confidential counseling with Nancy Adams, MCC psychology instructor, and Scott Ramsey-Smith, a mental health counselor from Center Associates. They may be reached at Nancy.Adams@iavalley.edu, 641-844-5753 or info@centerassoc.com.

## Financial Aid

Financial aid in the form of scholarships, grants, loans, and part-time employment is available to assist qualified students with college expenses. For more information, contact Chloe Webb, Financial Aid Administrator, Student Services, Room 74.

## Food Service

Food service is provided in the Student Union from 7 a.m. to 7 p.m. Monday through Thursday, and Fridays from 7 a.m. to 2 p.m. Summer hours are shortened, depending on demand. Several vending machines are also available.

## Health Services

Emergency health problems are referred to the Student Services receptionist for assistance. Students are responsible for their own medical care (Board Policy 551).

## Housing

Apartment-style student housing is located on campus and is for men and women enrolled full-time at the College. Accommodations are available for students with special needs. There is a keyed entrance, intercom system, and on-site management to provide security. Each furnished apartment houses four students on an annual basis in two-bedroom, two bathroom units with a central living area and kitchen. Apartments come with high-speed PC and Internet hook up, local phone service, and basic cable service. There is an on-site laundry, and meal plans are available at the MCC cafeteria. For information or to apply for residence in the MCC Student Apartments, contact Neil Hayhurst, Housing Director, Housing Office, 112 College Drive.

## Identification (ID) Cards

Students will be **required** to present current MCC student ID cards with the proper term's dates for admittance to College functions and to check out material from the B.J. Harrison Library. The ID card is non-transferable and is good only for the person to whom it was issued. There is a \$10 charge to replace lost cards, payable upon request. Photo ID cards are issued at the Registrar's Office (Room 80) as listed on the schedule received with your invoice or during office hours within the semester you are taking courses.

## International Students

International students may obtain help in the Admissions Office with their immigration, academic, personal, and financial concerns. Deana Inman, Room 70, is the advisor.

## Transfer Learning Community

Students who plan to transfer to a four-year college or university after MCC can join the Transfer Student Learning Community. As part of the community students will take some of their courses with other students in the community. Students will also have the opportunity to learn about the transfer process, requirements, and even visit some of Iowa's premier institutions.

## B.J. Harrison Library & Media Center

The B.J. Harrison Library, Room 304, is a resource for students and faculty. During fall and spring semesters, the library is open Monday through Thursday, 7:30 a.m. to 9 p.m.; Fridays 7:30 a.m. to 3 p.m.; and Sundays from 5 to 9 p.m. Watch for posted special schedule and/or check the calendar on the following pages. On evenings preceding holidays and during academic holidays, regular library services are suspended. Shorter hours are maintained during the summer sessions. Please note the hours posted by the library door.

**Information Desk** – A staff member is on duty whenever the library is open to assist in locating and using resources. Individual computer and study carrels, tables, and conference rooms offer a variety of study areas.

**Student ID cards** – These are used to borrow library materials. General circulation materials (books, tapes, pamphlets, etc.) circulate for two weeks. Because reserve materials are used by many students, loan periods are usually two hours. Periodicals circulate for one day. Fines are assessed for overdue library materials.

**Interlibrary loan services** – In addition to the MCC library collection of more than 59,000 volumes and 8,000 periodicals, newspapers and pamphlets, interlibrary loan services are available from colleges and universities, offering access to information not available at MCC. It is advisable to allow two weeks to obtain material.

**Copy Machine** – One copy machine is available in the library to copy class notes, reference and other non-circulating material, periodical articles, etc. A nominal fee is charged for library material and for personal copies. The library also has a microfilm/microfiche reader.

**Computer Access** – All MCC students may access IVCCD's computer system and Internet via a log-in (code assigned to individual student) and use College computers in the library, computer labs, or elsewhere on campus. Students in computer classes will get their log-in from the instructor, and this log-in will be used throughout the year at all campus computers. Students who are not in computer classes may access computers by requesting a log-in at the library.

Computer use is limited to legal use of computers as outlined by state and federal laws. The library computers are dedicated to reference, research, and class assignment projects. To utilize the library computers, you must have a rudimentary knowledge of computer applications. The library staff is there if you require additional assistance or if you have problems with a computer.

**Indexes** – The library has paper periodical indexes in the reference area of the library. There are online periodical databases that are indexed.

**Online Resources** – The library subscribes to online research/reference databases. This includes general academic periodical databases, health database, college catalogs, facts on file, and encyclopedias. Please ask for a list of those URLs at the library computer sign-in station. All resources are available to students from any computer if they utilize the log-in information they receive. The library catalog is also available online.

**Audiovisual Equipment** – Students may use audiovisual equipment for class or activity-related projects if their instructor or professor checks it out for their use. Please request equipment a minimum of two days prior to its use to insure that it will be available when it is needed.

## Locker Rental

Lockers in the 300 and 500 hallways are available for student use through the Student Senate in Room 303E. A \$3 rental fee per semester for a small locker or \$6 per semester for a large locker is charged and payable to IVCCD/MCC Student Senate. Lockers are issued on a first-come, first-served basis at the beginning of each semester. Renters will supply their own locks. Unauthorized utilization of a locker will result in confiscation of the contents.

## MCC Foundation

The MCC Foundation offers academic, athletic and financial need scholarships to MCC students. The goal of the Foundation is to assist students who want to attend college at MCC. Applications, criteria, and deadlines for all MCC Foundation scholarships are available in MCC's Financial Aid Office, Room 74.

## Registration

Students with special needs are encouraged to meet, in advance, with Student Services or Vocational Rehabilitation staff to discuss special needs and resources. Students with mobility problems, vision or hearing needs may ask for registration assistance by contacting the Registrar's Office prior to the day of registration. To obtain accommodations see the steps on p. 19.

## Student Union

The Student Union, Rooms 301 & 303, provides a leisure site and food service for the College. The Union is open from 6:30 a.m. to 11 p.m. Monday through Friday. Several vending machines are available. An Automatic Teller Machine (ATM) is located in the center area of the Student Union.

The "Tiger Shack" serves short orders including hot breakfasts, sandwiches, and fries, offering daily specials for breakfast and diner-style meals during meal hours of spring and fall semesters. Tiger Shack Punch-a-Lunch cards can be purchased ahead for bonus savings. Meal plans are available for student housing residents. The Tiger Shack is also available for catering on campus.

## Success Center

The Success Center, located in rooms 410-412, is an academic environment that empowers all students to become active, responsible learners. Credit (non-transferable) courses are offered in reading, vocabulary and spelling improvement, composition, mathematics, English as a Second Language (ESL) and study skills.

Tutoring in a variety of academic areas is offered as a free service to all students. A writing lab is available to assist students with research papers; days and times vary each semester. Assistance is also available in mathematics, computer science and a variety of other course work. Computers are available for student use. The Center is open from 8 a.m. to 4 p.m. Monday through Friday.

## Tiger Tots Child Care Center

The Tiger Tots Child Care Center (Room 523) is operated by Marshall County Child Care Services. Information on charges and arrangements must be made in advance with the Tiger Tots Director, Mary Burns. Child care is available on all regular class days, Monday through Friday, for the children of students and staff members. The Center may be reached at 844-5798 or 752-7106. For safety purposes, the Center has a code access for entry. A potential consumer should call the Center to inquire about openings and to arrange a tour.

## Veterans Information

VA Vocational Rehabilitation assists Veterans who are disabled by providing career counseling, vocational training, and employment placement. Information concerning Veterans' benefits may be obtained from the Veterans' coordinator, Nancy Ellis, Student Services, Room 75.

## Iowa Vocational Rehabilitation Services

Iowa Vocational Rehabilitation Services (IVRS) is an agency of the Iowa Department of Education which provides services to individuals with disabilities to help them prepare for, find and maintain employment. Eligibility for services is determined based upon the presence of a disability which constitutes substantial impediments to employment and the need for services in order to achieve a successful employment outcome. Services that may be provided could include vocational assessment and counseling, assistive aids and devices, financial assistance for vocational training, and job placement assistance and follow up. For more information or to apply for services, contact Frank Hartzler, vocational rehabilitation counselor, at frank.hartzler@iowa.gov or 641-752-7106.

## Students with Special Needs

MCC provides individualized assistance to students with special needs who identify themselves and request help. The College staff can provide advocacy, advice, counseling, and referral information. By working together, students and staff strive to eliminate attitudinal and architectural barriers which might impede successful completion of a student's studies at MCC.

The College adheres to all requirements of the Americans with Disabilities Act and will make reasonable accommodations for any student or patron with a physical need (in the laboratories, classrooms, restrooms, or for student activities and athletic contests). A barrier-free environment is stressed, and the campus is physically accessible throughout. (See also p. 1 of this Handbook.)

Should classroom modification be needed, special needs students should notify instructors so physical changes can be made (see next section on Steps to Obtain Accommodations).

Parking spaces are marked and reserved for students displaying handicap permits in their vehicles. In addition to a ramp from the gymnasium lobby up to the main level corridors, there is a drive-up entrance to the building on the east end of the 200 corridor (Door 2), and controlled (electronic access) doorways at the south end of the 500 corridor (Door 6) and the east end of the 400 corridor (Door 3).

### *Steps to Obtain Accommodations*

Students with special needs should plan ahead for requesting accommodations. Reasonable accommodations can be made in a timely manner, but it may involve faculty, family members, counselors, other support personnel, and the student. Careful planning can assure that all involved will have time to respond to identified needs.

- 1) Contact Martha Schwandt, Learning Services Specialist, at (641) 844-5769, and schedule an appointment to discuss and begin completion of Disability Support Request Form.
- 2) After completing the form, meet with the above mentioned individual to submit documentation of disability if deemed necessary and review the information. Then an appropriate support/action plan will be developed with assistance of other IVCCD personnel or vocational rehabilitation counselors.
- 3) If documentation is requested and not received, release forms may be signed to authorize IVCCD to request such documentation prior to developing a support/action plan. When documentation is received, students will work with faculty/staff to develop and implement a plan based on individual needs.
- 4) A letter documenting eligibility to receive services will be sent to the student, who may use it to visit with instructors each semester. Students are encouraged to meet with all instructors during the first two weeks of each semester. It is the student's responsibility to keep instructors informed of continuing/updated needs.

IVCCD recognizes that students' accommodation needs may change during the time they are attending classes, and the accommodation support/action plan may change accordingly.

A student who feels his/her accommodation needs have not been met should contact Martha Schwandt, Learning Services Specialist at 641-844-5769. If that meeting does not result in satisfaction, students should follow the grievance procedure outlined on page 9.

## Student Activities & Organizations

Student activities are designed to provide special out-of-classroom experiences for MCC students. Students wishing to start a new organization or activity should contact Elaine Peterson, Supervisor of Student Development, Room 544 or 303A, or through the Student Senate Office, Room 303E. The MCC Student Senate and the Student Activities Council (SAC) comprise the core of all student activities on campus. It is through these organizations that students' concerns can be heard.

### Athletics

Opportunity is offered for participation by men and women in intercollegiate basketball, cheerleading and golf, men's baseball and soccer, and women's softball and volleyball. The College is a member of the Iowa Community College Athletic Conference and the National Junior College Athletic Association. If interested in intercollegiate athletics, contact the MCC Athletic Director.

### Cheer/PomSquad

The Cheer/Pom Squad, open to men and women, performs at all men's and women's basketball games and helps support all other athletic teams by promoting sportsmanship. Tryouts for the squad and for Tyrone, MCC's Tiger mascot, are held in early fall.

### College Democrats

Students build positive networks through active volunteerism, developing informational programs, and providing opportunities for participation in the democratic process. Contact Dr. Dava James, group advisor, Room 201.

### Convocations

Speakers, musical performances, and other events of interest and value to students are presented throughout the year. Students are urged to attend.

### Forever Representing Our God (FROG)

FROG is an interdenominational ministry dedicated to nurturing students in their spiritual growth. It is targeted for non-athletes as well as athletes and people of all ages. Meetings are on Wednesdays at noon in the Student Union. Meetings are announced on campus using the hallway monitors. Interested individuals should contact Jim Snyder, Room 206, or Dr. Jason Pooch, Room 505.

### Honors Program

MCC students may choose to enroll in Honors Seminars, courses with an Honors Contract, or special honors projects, as a way to stimulate intellectual growth over and above the coursework level and to promote personal and social responsibility and maturity. Students should contact Dr. Chris Russell, Chief Academic Officer.

### Multi Cultural Club

MCC hosts students from a number of countries each semester – a welcome international cultural addition to both the campus and the Marshalltown community. Membership in the International Student Association is open to all students. Interested individuals should contact Deana Inman, Room 70.

## Non-Traditional Student Support Services

The term “non-traditional” is applied to students who have not followed an educational path historically perceived as traditional – enrolling full-time in college immediately after graduating from high school. Non-traditional students often have multiple roles and unique barriers to educational success. MCC provides special counseling, advising, and support services to help non-traditional students succeed in college. OWLS is a student sponsored organization designed and developed for non-traditional commuter students. Questions and suggestions for services should be directed to Dr. Dava James, Room 201.

### Pep Band

The MCC Pep Band plays for the men’s and women’s basketball games and in the end-of-the-semester music concerts. Rehearsals for this ensemble are held weekly and you must register for this class to participate. If you have experience playing an instrument, contact Meghan Schumacker in Room 413.

### Phi Theta Kappa, Alpha Iota Rho Chapter

Phi Theta Kappa is the international honor society for two-year colleges. Alpha Iota Rho is the local chapter chartered in 1984. Membership is by invitation only, based on academic achievement. A student must earn a 3.5 GPA or higher in the semester preceding invitation, enroll in a two-year degree program, maintain a 3.50 cumulative GPA or higher, and currently enrolled at time of invitation. A one-time membership fee is required of all new members. For more information, see the college catalog or contact chapter advisor Pele Waddilove, Room 115, or Dr. Tom Colbert, Room 515.

### Show Choir

Opportunity is offered for participation by men and women in the Show Choir. Students with or without prior vocal experience may join. The group meets on Wednesdays from 4-5 p.m. in Room 307. The choir, as well as all of the other MCC ensembles, participates each semester in an end-of-the-semester music concert which is scheduled at the end of finals week.

### Student Activities Council

The Student Activities Council (SAC) is an open membership student leadership\* organization that plans the year’s agenda of all out-of-classroom activities including dances, parties, many special event days, coffee house entertainment, and lectures. The SAC Office is Room 303E. Contact Elaine Peterson, Supervisor of Student Development, for more information.

*\*MCC Student Leadership organizations may be utilized as a credit course in Co-op Government. See Elaine Peterson for details prior to enrolling.*

### Student Senate

The Student Senate, an open membership student leadership\* organization, is the primary student governing body. As an important part of the college community, Student Senate affords the opportunity for input and participation in the internal functions of the college as they affect the student body. The Student Senate Office is Room 303E. For more information contact Elaine Peterson, Supervisor of Student Development, or Judy Freese, Student Senate Co-Advisor.

*\*MCC Student Leadership organizations may be utilized as a credit course in Co-op Government. See Elaine Peterson for details prior to enrolling.*

### Video Production/Cable Television

Students interested in hands-on experience with video production may work for Marshalltown Educational Television (MET) 12, the 24-hour a day cable channel made possible through an agreement between the City of Marshalltown and Iowa Valley Continuing Education. Facilities include an on-campus TV studio equipped with two studio cameras, a switcher, post-production editing equipment, control room with satellite downlink, cable television origination equipment, video duplication and digital editing equipment, a radio lab, closed-circuit system, and 24-hour bulletin board equipment. For information contact Steve Muntz, MET 12 Station Manager, Room 616.

## Youth For Understanding (YFU)

MCC is one of 18 community colleges across the country involved with the Youth for Understanding (YFU) exchange program. MCC has been involved with the YFU program since 1993, and has hosted students from numerous countries. The YFU Community College Program provides students from around the globe with the opportunity to pursue college level academic studies while living with host families in the community who reflect American values. Anyone interested in finding out more about the program may call Barb Jennings, 641-844-5522.

# MCC Student Code

## Introduction

The Code of Student Conduct is intended to assist the College in fulfilling its mission and purposes as an academic institution. All members of the academic community share in the responsibility to establish and maintain the general conditions conducive to the fundamental academic freedoms to teach and to learn. The Code of Student Conduct shall be construed and enforced to secure these freedoms.

In cases where appropriate, the College attempts to resolve instances of student misconduct through informal methods before resorting to the procedures in the Code of Student Conduct. Informal methods include meeting with the parties in conflict, as well as academic advisors, administrators or others. However, the disciplinary procedures in the Code of Student Conduct will be invoked when appropriate in the discretion of the College.

**Academic Freedom for Students** – In the interests of promoting the best possible educational environment for members of the community and remaining consistent with the rights of others, students shall be free to examine and express opinions on all questions of interest to them. Students shall be guaranteed all constitutional rights, including freedom of inquiry, expression, and assembly. All regulations contained in the Code are designed to achieve the maximum academic freedom coupled with responsibility and necessary order.

Every regulation shall be as clear and specific as possible. Disciplinary sanctions shall be commensurate with the seriousness of the respective offense. Accordingly, repeated violations may justify increasingly severe disciplinary sanctions. All regulations shall be in writing and shall be published, distributed, or posted in such a manner as to furnish notice to all students affected by such regulations. This written code provides constitutionally required notice to students, faculty, and administrators concerning the institution's policies and procedures with respect to disciplinary matters.

## Relationship Between Student and College

Through voluntary entrance to the College, the student indicates a willingness to subscribe to the College's rules, regulations and policies and acknowledges the right of the College to initiate appropriate disciplinary actions when they are violated.

## Supervision of the Code of Student Conduct

Primary responsibility for the supervision of student conduct has been mandated to the College Student Services Office. This office will establish such administrative procedures as may be necessary to fulfill the intent of this Code.

### Definitions

1. **"Accused"** means a student or student organization charged with misconduct.
2. **"Code of Student Conduct"** or **"Code"** refers to this document containing the rules, regulations and policies that govern student behavior.
3. **"the College"** refers to Iowa Valley Community College District. (i.e.: Ellsworth Community College, Marshalltown Community College, Iowa Valley Continuing Education.)
4. **"Complainant"** means a student, student organization, faculty member or staff member who files a complaint against a student or student organization with the Dean of Student Services' office.
5. **"Disciplinary Counseling"** refers to positive influences intended to modify the student's unacceptable behavior. Students who are involved in violations of the Code of Student Conduct may be required to be involved in the following:

- a. **Individual Counseling** – Referral of an individual to a College counselor for individual counseling for a definite period of time. Though a definite period of time may be mandated, in general the counselor involved shall have significant authority both in the counseling sessions and the length of time required. The purpose is to encourage and be supportive of positive behavior exhibited by the student on a continuing basis. In special cases, a faculty member may fulfill the counseling role either in addition to or in place of a counselor.
- b. **Disciplinary Counseling on a Group Basis** – Similar to the philosophy and approach referred to in individual counseling except the counselor would work with students on a group basis rather than as individuals. The decision would be made by the counselor involved coupled with the recommendations of the disciplinary committees.
6. **“Expulsion”** means a person’s status as a student at the College is terminated with no right of re-admission.
  7. **“Misconduct”** is defined as student violation of the College rules, regulations or policies and any other conduct that adversely affects or threatens to adversely affect the safety of students, faculty, staff members or college property. Misconduct includes behavior that is disruptive or substantially impedes the lawful activities of other students, faculty or staff members.
  8. **“Probation”** means that a person is allowed to continue study at the college under certain conditions, violation of which could result in further disciplinary action including expulsion.
  9. **“Student”** includes all persons taking a course or workshop at or with the College. This refers to full-time, part-time or occasional enrollment students.
  10. **“Student Organization”** means a group with one or more students, registered with the College.
  11. **“Student Services Committee”/ “Judicial Body”** means the group, appointed by the Dean, that hears evidence and makes decisions regarding guilt and sanctions at those hearings where the right to a hearing panel has not been waived.
  12. **“Student Services Committee chair”/ “Judicial Body chair”** means the individual, appointed by the Provost, who has been authorized to carry out the general administrative responsibilities regarding the disciplinary process as set forth in this Code.
  13. **“Suspension”** means a person’s status at the College is an involuntary separation from the College for not more than the designated time allowance as listed below:
    - a. **Definite Suspension:** This sanction is for a defined period of time as determined by the Provost of the College, Dean of Student Services, or Student Services Committee. The student shall be eligible to return after the elapsed period of time with stipulations of no further action required.
    - b. **Indefinite Suspension:** This sanction is for an indefinite period of time. The student shall not return to the College without making a written request for re-admission to the Student Services Committee no sooner than six months after the date of suspension.
    - c. **Temporary Suspension:** This sanction is when a student is involved in a disciplinary action which is of such magnitude to the educational atmosphere of the institution that its student body may be disrupted. The Student Services Committee may suspend such student on an interim basis while awaiting the disposition of the charges against the student. This is to be construed to include situations where criminal charges have been filed against a student by a law enforcement agency which may have the potential to disrupt the life of the College and its students.
  14. **“Withholding of Transcript or Degree”:** This sanction is imposed automatically upon any student who owes a financial debt to the College, including repayment of federal financial aid funds and delinquent loan repayments. This penalty shall automatically end upon settlement of the debts.
  15. **“Warning”:** A written reprimand to the student.

### **Rights and Responsibilities of Accused in the Disciplinary Process**

**Waiving Right to Hearing** – *A student may waive a right to a hearing through failure to appeal an imposed sanction within designated time limits.*

#### **Prior to Hearing:**

1. To be sent written notice of the charge(s) and the alleged act upon which the charge is based.
2. The charge is considered unfounded until proven by a preponderance of the evidence.

*The complainant and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding. Both the complainant and the accused shall be informed of the outcome of the campus disciplinary proceeding in which they are involved.*

5. To be informed of the time, place, and format of hearing. The hearing will be held no sooner than five school days after notification of the charges. Under exceptional circumstances, changes in the hearing date may be granted by petitioning the Chair of Student Services Committee, or the Dean of Student Services, or the Provost of the College.
6. To participate fully in the established judicial program when charged with a violation of the College Code of Student Conduct.
7. To respond promptly to all delivered correspondence in order to expedite judicial matters and result in the most efficient application of the adjudication process.

*Notice of the charges will be considered to have been delivered if written notice has been sent to the current local address of the charged as provided to the College Admissions and Records Office by the student. Thus, failure to notify the College of change of address or file proper address data could result in a hearing being held in absentia.*

**During the Hearing:**

1. To have representation of choice present with the understanding that the representative may not participate in the proceedings.
2. To present witnesses and any information relevant to the case.
3. To present written statements which may be taken from person(s) who are unable to attend hearings.
4. To hear and question witnesses.

*The College is entitled to challenge hearing committee members for a cause. Removal of a panel member will be at discretion of remaining panel members.*

*It is the policy of all hearing agents that statements, evidence, or comments given during the hearing will be held in strictest confidence by members of the hearing committee and its advisor(s), or any other individuals involved in a hearing or hearing appeal. No statements will be made to the general public by members of the hearing committee before or during the hearing, or before, during, or after deliberation. In all hearings, at all levels, no individual will be required to offer evidence which may be self-incriminating.*

**After the Hearing:**

1. To have the results of the disciplinary matter presented in writing to the accused within a reasonable time of the decision of the hearing body. All judicial actions will be specified.
  - a. If the hearing was closed, the decision of the hearing committee and any recommended sanctions will be available only to the student or organization involved and the appropriate College officials.
  - b. If the hearing was open, the decision of the hearing committee and any recommended sanctions will be available to interested individuals for a reasonable time after the hearing.
2. To have the opportunity to appeal an adverse decision. Options and procedures for making an appeal shall be inclusive in the above written notice.

**Appeal of Decision and/or Sanction:** Any decision or sanction may be appealed to the next higher level of the judicial structure. However, the right to appeal does not entitle a student to a full rehearing of his/her case. Any appeal must be made within five days of any sanction or decision or the student loses the right to appeal. The appellate individual or board should limit its review of the hearing board's record to these issues:

1. Were the judicial procedures correctly followed?
2. Was the decision arbitrator capricious?

An appeal may be denied for insufficient grounds to request an appeal. However, if the appeal is granted, the appeal agent may:

1. Accept the report and decision of the hearing agent.
2. Reverse the hearing agent's decision and dismiss the case or remand the case for receipt of additional evidence (only if not available to the student at time of hearing) or to allow an opportunity for the student to prepare and present a defense.
3. Accept the decision of the hearing board, but reduce the sanction imposed. The appeal agent may not increase the sanction.

#### **Adherence to Local, State, and Federal Laws**

When a student has been apprehended for violation of the law of community, state, or nation, the College will cooperate fully with law enforcement and other agencies in any program for rehabilitation of the student.

Generally, the College will not impose further sanctions after law enforcement agencies have disposed of a case; yet its officials reserve the right and the responsibility to initiate disciplinary action prior to, during or after any civil or criminal court or agency proceeding if any individual student's conduct has had significant impact on the College's educational functions or responsibilities or on the rights of other members of the College community. Any disciplinary action taken on this basis shall conform to the terms of this Code, due process, and customary jurisprudence, including the right of appeal.

### **Civil or Criminal Proceedings**

Disciplinary action may commence while a civil or criminal proceeding is pending. Proceedings under this Code are not subject to challenge simply because civil or criminal proceedings involving the same incident have been dismissed.

### **Withdrawal of Student**

If a student withdraws from the College, the withdrawal does not affect the ability of the College to initiate or continue disciplinary proceedings against the student for actions or events which occurred prior to the withdrawal.

### **Inherent Authority of the College**

The standards and procedures set forth in this document are those the College normally follows in disciplinary matters. The College reserves the right to take whatever disciplinary action is appropriate (including immediate suspension) to protect the safety and well-being of students, faculty, staff, and College property.

### **Authority of College Departments, Living Units, Dining Services and Student Organizations**

The Code of Student Conduct does not limit the authority and discretion vested in the various College departments (including, without limitation, the Department of Intercollegiate Athletics), residence hall and dining hall staff, student leaders and staff, and student organization leaders and staff to investigate and sanction students and student organizations within their jurisdictions in accordance with their rules, regulations and policies.

### **Offenses**

Any of the offenses listed below may result in expulsion, suspension, probation, or reprimand. Any observed violation of this Code of Student Conduct should be reported to the appropriate supervisor for action as needed.

1. Academic dishonesty, plagiarism, or willful falsification of scientific educational data which is represented as scientific or scholarly research.
2. Accessory to misconduct: A student shall not aid or abet or otherwise act as an accomplice to the commission of misconduct.

3. Alcohol and controlled substance use: The failure to comply with College regulations or federal or state of Iowa laws regarding the purchase, dispensing, possession and consumption of alcoholic beverages and/or other substances. This includes the unauthorized use, possession, distribution or sale of any controlled substance, including marijuana, cocaine, amphetamine or any other controlled substance as covered by the Federal and State Controlled Substances Act. In addition, students may not consume alcohol in public or private areas of the residence halls. (IVCCD Board Policy 416.2)
4. Arson: Causing a fire or explosion with the intent to damage or destroy property or with the knowledge that property will probably be destroyed.
5. Assault:
  - a. Any intentional and unauthorized act that causes the victim pain or injury or results in physical contact that is insulting or offensive, or
  - b. Any intentional and unauthorized act that places the victim in fear or immediate physical contact that would have been painful, injurious, insulting or offensive, coupled with the apparent ability to do the act, or
  - c. Any intentional and unauthorized pointing of a firearm or display of a dangerous weapon in a threatening manner.
6. Assembly with any other persons and participation in the violation of this Code.
7. Attempt to commit misconduct: An attempt to commit a prohibited or unlawful act is misconduct, even if unsuccessful.
8. Computer use and ethics: Failure to comply with ethical standards of the College as govern the use of all District-owned computing facilities, including central computers, terminals, microcomputers, printers, plotters, and all associated equipment. (IVCCD Board Policy 407)
9. Contempt: Failure to comply with directions, orders or commands of any College officials acting within the scope of duty, or of any law enforcement officer acting in the performance of his/her duties. Failure to comply with all the terms of an agreed resolution of a disciplinary matter, whether or not that resolution occurs after a formal charge, after a formal hearing, or is included in a judicial order, also constitutes contempt.
10. Disorderly conduct: Any action, committed without justification or excuse, that unreasonably disrupts or obstructs the normal use of the College property or that disrupts College-sponsored activities. Disorderly conduct also includes actions that unreasonably disrupt classes or other instruction, such as failure to comply with an instructor's legitimate directions, loud noise or disruptive actions, or other behavior that impairs the learning experience of other students or interferes with the efforts of the instructor. Failure to comply with the reasonable directions of any College official or employee, acting within the proper scope of his or her non-academic authority to issue such directions to a student, also constitutes disorderly conduct.
11. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other College activities, including its public services functions and other authorized activities on College premises.
12. Disturbing the peace and good order of the College and/or the community by fighting, quarreling, intoxication, or other unseemly behavior.
13. Fire alarms and equipment: Pulling fire alarms falsely or tampering with fire fighting equipment (e.g., fire alarms, extinguishers, exit signs, fire hoses, smoke detectors, emergency lights) is prohibited.
14. Forging, alteration, or any other misuse of College documents, transcripts, records, or identification cards.
15. Willful indecent exposure in a place where there are persons to be offended or affronted thereby.
16. Keys: Unauthorized possession of College keys and/or reproduction of College keys by anyone other than authorized College personnel is not allowed.
17. Perjury: Knowingly making one or more false statements while testifying, through a written statement or in person, during a pre-hearing officer or hearing panel proceeding.
18. Possession of stolen goods.
19. Property damage: Any intentional or reckless damage to real or personal property of another, including property of the College.
20. Residence halls: Failure to comply with specific policies relating to all students who live in or visit the residence halls as found in the Residence Hall handbook.
21. Sexual abuse: Any sex act between persons is sexual abuse by either of the participants when the act is done by force or against the will of the other; if the consent or acquiescence of the other is procured by threats of violence toward any person, or if the act is done while the other is under the influence of a drug inducing sleep or is otherwise in a state of unconsciousness, the act is done against the will of the other; or if the other partici-

part is suffering from a mental defect or incapacity which precludes giving consent, or lacks the mental capacity to know the right and wrong of conduct in sexual matters, or if the other participant is a child. (IVCCD Board Policy 402)

22. Sexual harassment: Unwelcome advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or of creating an intimidating, hostile or offensive environment for work or learning. (IVCCD Board Policy 402.2)
23. Stalking: Willfully following, pursuing or harassing another person and, while doing so and without legitimate purpose, makes a credible threat against the other person.
24. Telephone: Unauthorized use of another person's authorization code, using the College's phones for unauthorized personal calls, and/or making obscene or harassing telephone calls.
25. Theft/Burglary: The wrongful taking of the property of another, or wrongfully refusing to return the property of another when requested to do so.
26. Tobacco: Use of tobacco in any form on IVCCD grounds or any of its facilities or vehicles. (IVCCD Board Policy 415)
27. Trespassing: Intentional and unauthorized entry onto any premises owned by the College.
28. Weapons and dangerous substances: Use or possession of firearms, ammunition, explosives, incendiary devices, bb guns, imitation guns which look like real guns or any dangerous weapon, substance or material on campus is prohibited except as expressly authorized by the College.
29. Any other conduct prejudicial to a sound education environment and not in keeping with the values of the College community.

### *Penalties and Sanctions*

The College has the authority to penalize or impose sanctions on any student found guilty of the above offenses or breach of regulations. Routine disciplinary matters may be handled by the Dean of Student Services or the Provost of the College. Serious and/or repetitive violations of the Code of Student Conduct will require a disciplinary hearing before the Student Services Committee.

Matters of academic dishonesty may be handled by the faculty member and/or the Chief Academic Officer. At their discretion, any matter of academic dishonesty may be referred to the Student Services Committee for disciplinary action.

Penalties and sanctions (defined previously) which may be applied by the Dean of Student Services or Provost of the College and/or the Student Services Committee are as follows:

1. Suspension
  - a. Definite suspension
  - b. Indefinite suspension
  - c. Temporary suspension
2. Probation
3. Withholding of Transcript or Degree
4. Warning
5. Disciplinary Counseling
  - a. Individual counseling
  - b. Disciplinary counseling on a group basis
6. More than one (1) of the sanctions listed above may be imposed for any single violation.

Students should be familiar with institutional policies and procedural guidelines as outlined in the student handbook and in the College catalog. Students should also be familiar with institutional policies and procedural guidelines as outlined on pgs. 11 - 14 of this handbook.

## Student Records & Transferring Credit Transcripts

All information in each student's personal College record is confidential and is issued only to the student or others defined by the Federal Privacy Act. Requests for transcripts from any individual or agency will not be satisfied until a signed request for the transcript has been received by the Registrar's Office from the student.

Transcripts are not issued if students are delinquent in payment of tuition, fees or fines; have not returned library material; or have other obligations to MCC.

Students who successfully complete secondary vocational courses in high school will be awarded articulated credit. Students must present a "certificate of competency" signed by their high school principal and vocational instructor within one year of high school graduation. Credit will be granted after completion of 12 hours in the articulated degree or diploma program at MCC. Credit will be recorded on the MCC transcript as "Articulation" for the grade, and will not be computed in the GPA.

### Transfer of Credits

Credits earned at MCC can be transferred at full value to most other colleges. Students who have less than a 2.00 grade point average or who have a grade of "D" on their record may experience difficulty in transferring some credits. Certain courses, designed to develop basic skills or in technical or vocational areas, may not always transfer to baccalaureate degree programs.

Smooth transition from MCC to a four-year college is assured if a student plans carefully. Check with your transfer institution early to help plan which courses at MCC will apply toward graduation requirements there. MCC Associate in Arts courses are coordinated with Regent institutions (Iowa State University, University of Northern Iowa, University of Iowa) so full transfer is guaranteed.

Assistance with transfer planning is available from the Admissions Office, from your academic advisor, and from the counselor in the Student Services Office.

## Tuition & Fee Policies

Tuition and fee policies at MCC are based on a sharing of costs by students, IVCCD taxpayers, and the state of Iowa. **Tuition and fees are subject to change by action of the IVCCD Board of Directors.**

### Tuition

Tuition for the academic year is \$119 per credit hour for Iowa resident students. Tuition for non-residents of Iowa is \$149 per hour. The current tuition schedule may be found online at [www.MCCAdmissions.com](http://www.MCCAdmissions.com) or by contacting the Admissions Office.

### Materials and Technology Fee

A per credit hour materials and technology fee is assessed to all students. This \$17 per credit hour fee is mandatory and supports a variety of materials and supplies used in educational programs. It also covers classroom technology and computer labs.

### Student Fees

Students are charged a mandatory \$9 per credit hour per semester student/facility fee for on-campus courses. The Student Senate allocates funds from the activity fee annually. This fee helps fund activities including publications, social functions, speakers, student activities, fine arts, athletics, and is also for the operations and maintenance of the Student Activity Center. Students enrolling in a distance education course, such as an Internet course, will be assessed \$9 per credit hour enrolled. This is a mandatory fee used to administer and maintain the course and the technology used to deliver the course and also for operations and maintenance of the Student Activity Center.

## Other Fees

ABC Apprenticeship Dues .....	\$100
Add/Drop Fee* .....	\$5
Applied Music Fee .....	\$95/course
Art Studio (Drawing) Fee .....	\$25
Art Studio (High school Equipment/Pottery) Fee .....	\$25
Art Studio (Painting) Fee .....	\$40
Art Studio (Photography) Fee .....	\$35
Art Studio (Sculpture/Ceramic) Fee .....	\$50
Associate Degree Nursing Clinical Fee .....	\$25
Bad Check Fee .....	\$25
Bowling Fee .....	\$20
Credit by Exam Testing Fee .....	\$15
Dental Assisting Board Exam Fee .....	\$500
Digital Imaging Course Fee .....	\$25
Firearms Fee .....	\$250
Fire Science Fee - Burn Tower .....	\$50
Fire Science Fee - Station/Equipment Usage .....	\$50
Late Payment Fee .....	\$25
Livestock Evaluation Fee .....	\$100
Microsoft Certification Testing Fee .....	\$65
Nursing - ADN ATI CARP Testing Fee .....	\$342
Nursing - LPN Testing Fee .....	\$150
Payment Plan Fee .....	\$25
Photo ID Replacement Fee .....	\$10
Police Photography Fee .....	\$70
Practical Nursing Clinical Course Fee .....	\$33
Science Course Lab Fee .....	\$30
Special Request Fee (e.g., fax, immediate response) .....	\$10
Soccer Certification Fee .....	\$55
Transcript .....	\$5

*\*Bill must be paid in full to make class changes or withdraw*

## Billing/Payment Plan

By enrolling and signing the registration form and/or the student payment agreement, a student promises to pay IVCCD all charges incurred.

If, at the end of the first day of a specific term, the student's bill has any unpaid charges (beyond finalized financial aid), IVCCD will assume the student has accepted the terms of the payment plan and the student will be charged a \$25 administrative fee. A \$25 late fee will be assessed for any delinquent payments.

Students will be billed in three equal monthly installments. These billings will be mailed to the student and payments are due by the date specified on the billing. Students are responsible for notifying the college of any address changes.

If the student does not make a scheduled payment when due, IVCCD may, at its option, declare any unpaid balance to be in default and may demand immediate payment of the entire unpaid balance, including charges, interest, late charges, and collection costs.

A student in default cannot register for the following term until their account is paid in full. Defaulted accounts are handled by an outside collection agency and the student's credit record may be negatively affected.

## Adding & Dropping Classes

Students who find it necessary to add or drop one or more of their classes must complete a Drop/Add form in the Registrar's Office. A \$5 service fee will be assessed for each Drop/Add form processed after the first week of classes. A partial refund of tuition will be based on the following schedule:

Percent of Enrollment Period	Refund %
0 - 6%	100%
Over 6% - 12%	50%
Over 12%	0%

Fees are not refundable after the first week of class for a regular semester. Tuition/fee refunds for summer, interim, or special sessions will be prorated accordingly.

## Withdrawal From All Classes

Students who find it necessary to withdraw from all of their classes should confer immediately with their advisor or a counselor and complete a "Withdrawal" form, which is available in the Registrar's Office. Failure to do so will result in the issuance of failing grades. If students withdraw in the first 25% of the term and are not receiving federal financial aid, they are entitled to a refund based on the policy above. Students receiving federal financial aid should refer to the Financial Aid Refund Policy in the College catalog.

Withdrawal during fall, spring, and both summer semesters must occur 10 days before the end of the course. No withdrawals are accepted without the Provost's signature for either Interim term.

## Administrative Withdrawal Policy

Regular class attendance and consistent study habits are essential to success in the college and are expected of all students at Iowa Valley Community College District (IVCCD). Experience has demonstrated that absence and tardiness contribute to academic failure. Any absence interferes with the learning process. The legitimacy of the reason for absence in no way minimizes the loss incurred. Therefore, IVCCD is committed to the vital importance of regular attendance in all classes.

Instructors will hold all classes as scheduled and students are expected to be in attendance. If a student is absent, the instructor is in the best position to judge the effect of that absence on the student's progress. Students should note that individual instructors might have their own particular attendance requirements as stated in course syllabi.

If absence from class is due to a temporary disability, including, but not limited to, pregnancy, or a personal or family emergency, instructor and tutoring assistance are available to students so that course work can be maintained until regular class attendance is resumed. It is the student's responsibility to notify instructors should these circumstances arise.

If sporadic attendance or prolonged absences continue, the Financial Aid Office has the right to revoke any State or Federal assistance the student may receive. In addition, if sporadic attendance or prolonged absences continue, the following may occur:

1. Upon faculty/staff recommendation, the Chief Academic Officer or designee may approve that the student be dropped from the class based on faculty records and documentation. The Dean of Students will also be notified of this recommendation and the action of the Chief Academic Officer or designee. The student and instructor will also be notified immediately.
2. Any student who has been dropped from class because of excessive absenteeism has the right to appeal. The appeal shall be made in accordance with the student handbook code of conduct procedure.
3. If the recommendation for dropping the student from class is upheld under the student handbook process, a review of the student's full time status will be conducted. If full time status for the student has changed and such student is a MCC housing resident, the student may be removed from his/her student housing residence.

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## *Accreditation & Approval*

Iowa Valley Community College District (IVCCD) is accredited by The Higher Learning Commission (<http://www.ncahigherlearningcommission.org>; ph. 312-263-0456), is a member of the North Central Association of Colleges and Schools, and is approved by the Iowa Department of Education. IVCCD and its colleges have articulation agreements with Iowa's Regent universities.

It is the policy of IVCCD to provide equal educational and employment opportunities without discriminating on the basis of race, religion, color, creed, marital status, national origin, age, disability, sexual orientation, or gender in its educational programs, activities, or employment and personnel policies.